

Title18: Human Services

Part 19: Division of Community Services

Part 19 Chapter 1: Weatherization Assistance Program

Rule 19.1 Weatherization Assistance Program (WAP) State Plan

Source: Miss Code Annotated 43-1-2.

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I. OVERVIEW

I.1 INTRODUCTION

This is the 2014 Mississippi Weatherization Assistance Program (WAP) State Plan. The effective dates for the 2014 WAP are July 1, 2014 through June 30, 2015. The Mississippi Department of Human Services, Division of Community Services is the State administrative authority for the Weatherization Assistance Program. A network of Seven (7) community action agencies delivers energy efficiency solutions for every county. Since the inception, WAP has reduced energy costs for thousands of Mississippi's households. The primary purpose of this program is energy efficiency.

II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424

III. BUDGET

III.1 SF 424A Budget Preparation

III.2 Budget Categories - Section B

III.3 Budget Justification

III.4 Carryover Explanation

**U.S. Department of Energy
Federal Assistance Budget Information
OMB Burden Disclosure Statement**

OMB Control No.
1910-0400

(04-94)
Replaces EIA-459C
All Other Editions Are Obsolete

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. EE0006163		2. Program/Project Title Weatherization Assistance for Low-Income Persons				
3. Name and Address State of Mississippi Division of Community Services Post Office Box 352 750 North State Street Jackson, Mississippi 39202			4. Program/Project Start Date: July 1, 2014			
			5. Completion Date: June 30, 2015			
SECTION A – BUDGET SUMMARY						
Grant Program Function Or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
2014 WAP	81.042	<u>\$249,986</u>		<u>1,282,072</u>		<u>1,532,058</u>
Carryover						
6. TOTALS		<u>\$249,986</u>		<u>1,282,072</u>		<u>1,532,058</u>
SECTION B – BUDGET CATEGORIES						
OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)	
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T &TA	(4) Subgrantee T &TA		
a. Personnel	<u>\$48,147.50</u>		<u>51,713.43</u>		<u>99,890.93</u>	
b. Fringe Benefits	<u>11,266.52</u>		<u>12,100.94</u>		<u>23,367.46</u>	
c. Travel	<u>7,584</u>		<u>77,230</u>		<u>84,814</u>	
d. Equipment	<u>2,068.04</u>		<u>10,900</u>		<u>12,968.04</u>	
e. Supplies	<u>3,684</u>		<u>5,463</u>		<u>9,147</u>	
f. Contractual	<u>2,409.56</u>	<u>76,603</u>	<u>93,546.24</u>		<u>1,295,638.80</u>	
g. Construction						
h. Others						
i. Total Direct Charges	<u>75,159.62</u>	<u>76,603</u>	<u>250,953.61</u>		<u>1,525,796.23</u>	
j. Indirect Charges	<u>1,443.06</u>		<u>4,818.31</u>		<u>6,261.37</u>	
k. Totals	<u>76,602.68</u>	<u>76,603</u>	<u>255,771.92</u>		<u>1,532,057.60</u>	
7. Program Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

III.2

DOE F 4600.4

(04-94)

Replaces EIA-459C

All Other Editions Are Obsolete

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SECTION A – BUDGET SUMMARY

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2014 WAP	81.042	<u>\$249,986</u>		<u>\$1,282,072</u>		<u>\$1,532,058</u>
Carryover						
6. TOTALS		<u>\$249,986</u>	<u>\$0.00</u>	<u>\$1,282,072</u>		<u>\$1,532,058</u>

SECTION B – BUDGET CATEGORIES

OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Programs Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance	
a. Personnel					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	<u>932,912</u>	<u>164,631</u>		<u>13,893</u>	
g. Construction					
h. Others					
i. Total Direct Charges	<u>932,912</u>	<u>164,631</u>		<u>13,893</u>	
j. Indirect Charges					
k. Totals	<u>932,912</u>	<u>194,631</u>		<u>13,893</u>	
7. Program Income					

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		Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
2014 WAP	81.042	\$249,986		\$1,282,072		\$1,532,058
Carryover						
6. TOTALS		\$249,986		\$1,282,072		\$1,532,058
SECTION B – BUDGET CATEGORIES						
OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)	
	(1) Leveraging	(2) Financial Audit	(3)	(4)		
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual		\$11,644				
g. Construction						
h. Others						
i. Total Direct Charges		\$11,644				
j. Indirect Charges						
k. Totals		\$11,644				
7. Program Income						

III.3**BUDGET EXPLANATION PAGE
2014 DOE-WEATHERIZATION ASSISTANCE PROGRAM - \$ 1,532,058****GRANTEE ADMINISTRATION- \$76,602.68****A. PERSONNEL - \$48,147.50**

The title, duties, annual salary range, amount of compensation to be paid and the approximate percentage of time that each staff person will devote to the DOE Weatherization Program are listed below:

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Office Director	\$65,000	10%	\$6,500

Duties: Approving contracts with all subgrantees

 Approving all correspondence to subgrantees and the Federal funding source.

 Ensuring that the state application is submitted to the Federal grant/or agency timely and in compliance with the applicable Federal regulations.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Special Projects Officer IV	\$38,978	50%	\$19,489

Duties: Soliciting, reviewing, and negotiating contracts with subgrantees.

 Processing subgrantees' close-out packages.

 Ensuring that subgrants and subgrantees comply with program regulations.

 Reviewing statistical data.

 Responding to correspondence as required.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Branch Director II	\$44,317	50%	\$22,158.50

Duties: Assisting in preparing the state application

 Coordinate activities between the state and DOE.

 Soliciting, reviewing and negotiating contracts with subgrantees.

 Providing technical assistance training to subgrantees.

 Ensure that subgrantees comply with program regulations

B. FRINGE BENEFITS - \$ 11,266.52

Fringe benefits charged to the grant will be the employer's share of Social Security, unemployment insurance, workers' compensation, retirement, and health insurance. Fringe benefits will total approximately 23.4 percent of staff salaries.

$\$48,147.50 \times 23.4\% = \$11,266.52$

C. TRAVEL - \$7,584

To carry out the objectives of the Weatherization program, local travel and out-of-state travel will be required. All travel incurred will be consistent with the State's reimbursement policy and the estimated expenses are based on past trips of a similar nature and airline ticket rates.

1. In-State - \$3,367

It is estimated that at least one trip for technical monitoring of units will be made to each of the seven (7) subgrantee by the weatherization and fiscal staff. Each trip should last 1-2 days. These trips are in privately owned automobiles from Jackson, Mississippi to subgrantees which include mileage, Lodging, meals, and incidental expenses.

2. Out-of-State - \$4,217.00

It is anticipated that the Department of Energy (DOE) will conduct a meeting during this year program. A round trip from Jackson, Mississippi to destination chosen by DOE, including airfare, overnight lodging, meals, local transportation, and incidental expenses.

D. EQUIPMENT - \$2,068.04 (Desk Top Computer)

All equipment will be used in the administration of programs. According to state or MDHS policy, certain items are considered equipment regardless of the cost. These items have to be classified as equipment in our accounting system. We will follow the proper procurement procedures as required by the State of Mississippi in the purchase of equipment, materials and supplies.

E. SUPPLIES AND MATERIALS - \$3,684

General office supplies and materials to carry out the program based on historical cost for items of paper, pens, calculator tape and ribbons, and other necessary items for day-to-day operational needs. Material and supplies include: paper, printing, pens, mockups, and any consumable materials for classroom or hands on training for the WX program.

F. CONTRACTUAL SERVICES - \$989,604.56

1. Other Than Subgrantee Awards - \$2,409.56

General operating expenses to carry out the program will be required. These expenses will include telephone, postage, office rent, and equipment rent and repair. According to MDHS policy, rent phone, postage, etc. are considered contractual items. Therefore, we must include them under this category to account for them in our accounting system. These items can be listed under administration or grantee T&TA depending if it is for admin or program staff.

2. Subgrant Awards- \$1,199,683

These subgrantee funds will be subcontracted to seven (7) Community Action Agencies and/or Human Resource Agencies (reference State Application and State Plan Data Sheet).

Subgrantee Administration	\$ 76,603
Program Operations	\$ 932,912
Health and Safety	\$ 164,631
Financial Audits	\$ 11,644
Liability Insurance	\$ 13,893

G. INDIRECT COST - Replaced with a cost allocation plan (previously submitted).

MDHS has a cost allocation plan approved through DHHS; whereas, each division within the department is charged for administrative services. DOE's administrative costs are allocated through the cost allocation process at a rate of 1.92%. The estimated amount for Program Year 2014 is **\$1,443.06**.

BUDGET EXPLANATION

GRANTEE TRAINING AND TECHNICAL ASSISTANCE - \$255,772.32

A. PERSONNEL - \$51,713.42

The title, annual salary range, amount of compensation to be paid and the approximate percentage of time that each staff person will devote to the DOE Weatherization Training and Technical Assistance Program are listed below:

<u>Title of Position</u>	<u>Annual Salary Range</u>	<u>% of Time</u>	<u>To Be Paid From Budget</u>
Special Projects Officer IV	\$38,978	50%	\$19,489

Duties: Reviewing monthly status reports.

 Soliciting, reviewing, and negotiating contracts with subgrantees.

 Ensuring that subgrants and subgrantees comply with program regulations.

 Reviewing statistical data.

 Responding to correspondence as required.

<u>Title of Position</u>	<u>Annual Salary Range</u>	<u>% of Time</u>	<u>To Be Paid From Budget</u>
Branch Director II	\$44,317	50%	\$22,158.50

Duties: Assisting in preparing the state application.

 Coordinate activities between the state and DOE.

 Soliciting, reviewing and negotiating contracts with subgrantees.

 Providing technical assistance training to subgrantees.

 Ensure that subgrantees comply with program regulations.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Office Director	\$65,000	5%	\$3,250.00

Duties: Approving contracts with all subgrantees.

Approving all correspondence to subgrantees and the Federal funding source.

Ensuring that the state application is submitted to the Federal grant/or agency timely and in compliance with the applicable Federal regulations.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Special Projects Officer III	\$30,293	22.5%	\$6,815.92

Duties: Reviewing monthly status reports

Perform Quality Control Inspections.

Perform T&TA to subgrantees

Reviewing statistical data.

Responding to correspondence as required.

B. FRINGE BENEFITS - \$12,100.94

Fringe benefits charged to the grant will be the employer's share of Social Security, unemployment insurance, workers' compensation, retirement, and health insurance. Fringe benefits will total approximately 23.4 percent of staff salaries.

C. TRAVEL - \$77,230

All travel incurred will be consistent with the State's reimbursement policy and the estimated expenses are based on past trips of a similar nature and airline ticket rates.

The following breakdown is based on past expenditures incurred in operating the program.

1. In-State - \$26,488

It is estimated that at least two training or technical assistance and monitoring trips will be made to each subgrantee by the weatherization staff. It is estimated that at least one T&TA trip will be made by subgrantee staff to designated training sites.

2. Out-of-State - **\$50,742**

It is anticipated that at least (2) persons will be chosen from subgrantees agencies to attend meetings scheduled by the Department of Energy (DOE) during Program Year 2014. Based on prior expenses.

It is estimated that two (2) WX Staff will attend meeting scheduled by DOE. Based on prior expense:

D. EQUIPMENT - \$10,900

DCS is requesting funding for equipment at this time in the amount of \$10,900 to be used toward the purchase of equipment to be used in the field for Weatherization Grantee staff. All equipment will be used for training of weatherization subgrantees, in office and field training. Estimates are based on prior expenditures:

2 Laptop computers @ \$2,000 = \$4,000
4 Combustion Analyzers @ \$1,500 = \$6,000
4 Gas Leak Detectors @ \$225 = \$ 900

E. TRAINING SUPPLIES AND MATERIALS - \$5,463

Training supplies and printing for the weatherization staff will be necessary in order to develop training materials for subgrantees. Materials and supplies include: paper, printing, pens, mockups, and any consumable materials for classroom or hands training for the WX program.

F. CONTRACTUAL SERVICES-\$93,546.24

Telephone and postage expenses are necessary to provide continuous monitoring, training, and technical assistance to subgrantees; also, other general operating expenses will be required. (\$3,546.24)

MDHS generally contracts with hotels, consultants or other training facilities to provide training rooms and other services for our seminars. It is estimated that \$25,000 will be needed to cover consultants, \$40,000 for Hotels, training rooms and staff rooms and \$12,000 for food for training.

Both programmatic and fiscal monitoring will be conducted by the Office of Monitoring, a division within the Mississippi Department of Human Services. The Division of Community Services will be paying the Office of Monitoring an estimated amount of \$13,000 for performing the required monitoring services.

- G. INDIRECT COST** -Mississippi Department of Human Services has a U.S. Department of Health and Human Services approved cost allocation plan; whereas, each division within this department is charged for administrative services that are provided. DOE's administrative costs are allocated through the cost allocation process at a rate of 1.92% (plan previously submitted). The estimated amount for the weatherization **T&TA activity is \$4,818.31.**

IV. ANNUAL FILE

IV.1 Subgrantees

Name:	Gulf Coast CAA	Contact: Dr. Barbara Coatney, Executive Director
Address:	P.O. Box 519	Phone: (228)896-1409
	500 24th Street	Fax: (228)897-9075
	Gulfport, MS 39502	Email: bcoatney@gccaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$144,334	George	Jackson	4
Planned units:	16	Greene	Pearl River Valley	
Type of organization:	CAA	Hancock	Perry	
Labor source:	Subcontractors	Harrison	Stone	

Name:	Lift, Inc	Contact: Dorothy Leasy, Executive Director
Address:	P.O. Box 2399	Phone: (662)842-9511
	2577 McCullough Blvd.	Fax: (662)842-5575
	Tupelo, MS 38803	Email: dleasey@liftcaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$104,548	Calhoun	Monroe	1
Planned units:	12	Chickasaw	Pontotoc	
Type of organization:	CAA	Itawamba	Union	
Labor source:	Subcontractors	Lafayette	Lee	

Name:	Multi-County CSA	Contact: Callie Cole, Executive Director
Address:	P.O. Box 905	Phone: (601)483-4838
	2900 St. Paul Street	Fax: (601)482-9861
	Meridian, MS 39302	Email: ccole@multi-county.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$109,804.00	Clarke	Neshoba	2
Planned units:	12	Jasper	Newton	3
Type of organization:	CAA	Kemper	Scott	4
Labor source:	Subcontractors	Lauderdale	Smith	
		Leake	Wayne	

Name: Northeast CS
Address: P.O. Box 930
801 Hatchie Street
Booneville, MS 38829

Contact: Steve Gaines, Executive Director
Phone: (662)728-2118
Fax: (662)728-8720
Email: sgaines@ms.metrocast.net

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$97,651	Alcorn	Benton	1
Planned units:	11	Marshall	Tippah	
Type of organization:	CAA	Prentiss	Desoto	
Labor source:	Subcontractors	Tishomingo	Tate	

Name: Prairie Opportunity, Inc.
Address: 501 Hwy. 12 West
Suite 110
Starkville, MS 39759

Contact: Laura Marshall, Executive Director
Phone: (662)323-3397
Fax: (662)323-8754
Email: prairieopportunity@yahoo.com

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$168,266	Choctaw	Webster	1
Planned units:	19	Clay	Winston	2
Type of organization:	CAA	Attala	Carroll	3
Labor source:	Subcontractors	Lowndes	Grenada	
		Noxubee	Holmes	
		Oktibbeha	Leflore	
		Yalobusha	Montgomery	

Name: South Central CAA

Contact: Sheletta Buckley, Interim Director

Address: 110 fourth Street
P.O. Box 129
D'lo, MS 39602

Phone: (601)847-5552
Fax: (601)847-5589
Email: sbuckley@yoursccaa.com

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$387,688	Copiah	Walthall	2
Planned units:	43	Lincoln	Pike	3
Type of organization:	CAA	Hinds	Amite	4
Labor source:	Subcontractors	Madison	Wilkinson	
		Rankin	Adams	
		Simpson	Franklin	
		Jefferson	Claiborne	
		Jefferson Davis	Covington	
		Marion	Lamar	
		Forrest	Jones	
		Lawrence		

Name: WWISCAA, Inc.
Address: P.O. Box 1813
1165 S. Raceway Road
Greenville, MS 38702

Contact: Jannis Williams, Executive Director
Phone: (662)378-8863
Fax: (662)224-8142
Email: bjsaulter@wwiscaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$187,392	Issaquena	Humphreys	2
Planned units:	21	Sharkey	Sunflower	
Type of organization:	CAA	Warren	Bolivar	
Labor source:	Subcontractors	Washington	Coahoma	
		Yazoo	Quitman	
		Panola	Tallahatchie	
		Tunica		

IV.2 PRODUCTION SCHEDULE

	Annual Total
Weatherized Units (total)	134
Reweatherized Units	0

Vehicles and Equipment \$5,000 or more Average cost per Dwelling Unit (DOE Rules)
--

A.	Total of vehicles and Equipment Budget	0
B.	Total units to be Weatherized from Production Schedule above.....	134
C.	Units to be Reweatherized, from Production Schedule above.....	0
D.	Total Units to be Weatherized, plus Planned Reweatherized Units From Production Schedule above (B and C).....	134
E.	Average Vehicles and Equipment Cost per Dwelling Unit (A divided by D).....	0

Average Cost per Dwelling Unit (DOE Rules)

F.	Total of Funds for Program Operations.....	932,912
G.	Total Units to be weatherized, plus Planned Reweatherized units from Production Schedule above (total from D above).....	134
H.	Average Cost per Dwelling Unit, less Vehicles and Equipment (F Divided by G).....	6,962.03
I.	Average Cost per Dwelling Unit for Vehicles and Equipment (total From E).....	0
J.	Total Average Cost per Dwelling Unit (H plus I).....	6,962.03

IV.3 ENERGY SAVINGS

METHOD USED TO CALCULATE ENERGY SAVINGS: WAP ALGORITHM: ☒ OTHER ☐
(Describe below)

Estimated energy savings (Mbtus): 4087Mbtus (134Number of homes x 30.5)

Other Energy Savings Method Description

N/A

IV.4 DOE-FUNDED LEVERAGING ACTIVITIES

The State of Mississippi will not be using a percentage of the grant to undertake leveraging activities.

Leveraging activities will be an integral component of the Mississippi Weatherization Program.

Local funds and in-kind contributions will be solicited from individuals and philanthropic organizations in efforts to supplement DOE funds. The benefits of engaging in leveraging activities are:

1. To secure additional resources,
2. To maintain current the service level for the target population, and/or
3. To serve more Weatherization clients.

Local Weatherization subgrantees are required to engage in leveraging activities as it is becoming increasingly difficult to defend programs for re-authorization and appropriation before the Congress. Secondly, the demand for Weatherization assistance has continued to increase at a geometrical progression as the elderly population increases. Therefore, Subgrantees are encouraged to solicit additional weatherization resources such as cash donations and in-kind contributions. The in-kind contributions include, but are not limited to:

volunteers, vented space heaters, insulation materials, siding materials, bricks, plywood, storm doors and windows, paint, nails, ceiling tile, doors and thresholds, smart thermostats, water treated wood, carpet, glue and foam spray insulation, electric bulbs, cement, glass windows, wasp spray and discounts.

Weatherization subgrantees are required to submit leveraging reports which include the name of the item, cash amount received, the estimate of fair market value for donated materials, name of labor contributors and the estimated number of households that benefited as a result of the leveraging activity. The reports are used to provide a comprehensive report to DOE. Also, the state is encouraging partnerships with Entergy of Mississippi, Mississippi Power Company and Atmos Gas to provide additional weatherization measures to the clients.

IV.5 ENERGY ADVISORY COUNCIL

Prior to the expenditure of any grant funds, the State Policy Advisory Council shall be established by a State or by the Operations Office Manager as specified in 440.17 a (1), (2), & (3).

The State Policy Advisory Council has been established in accordance with 440.17 a. The members of this council have been chosen because of special qualifications with respect to solving problems of low-income persons, including the weatherization and energy conservation problems of these persons. The members of this council represent a broad cross-section of organizations and agencies that deal with problems of the poor, particularly the elderly and disabled persons and low-income Native Americans. The State Policy Council last meeting was convened on Wednesday, June 5, 2013.

Energy Advisory Committee Members:

Ms. Gloria Johnson	Mr. Willie Fletcher
Mr. Robert Lesley	Mr. Tamladge Finch
Mr. Gwenevere Pugh	Mr. Freddie McCoy
Ms. Peggy King	Mr. James Hampton

IV.6 State Plan Hearing and Transcript

Hearing Dates: June 5, 2014	Newspapers that publicized the hearings and the dates that the notice ran.
	The Clarion-Ledger (state newspaper) May22, 2014
LEGAL NOTICE	
THE MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF COMMUNITY SERVICES	
<p>The Mississippi Department of Human Services-Division of Community Services will conduct a public hearing on the Low-Income Weatherization Assistance Program under Title IV of the Energy Conservation Act, as amended. The hearing for program year 2014 is scheduled for Thursday, June 5, 2014, at 10:00 a.m. in Training Room A of the Mississippi Department of Human Services, 750 North State Street, Jackson, Mississippi.</p> <p>The purpose of the hearing is to discuss and receive public input on the program year 2014 state plan for the Low-Income Weatherization Assistance Program. In addition, a discussion will be held on the program's service delivery system as well as the new program requirements and changes. The Weatherization Assistance Program is administered by the Mississippi Department of Human Services- Division of Community Services and funded by the U. S. Department of Energy. The mission of the program is to reduce heating and cooling costs for low-income families, particularly the elderly, disabled and families with children by improving the energy efficiency of homes, ensure the health and safety of these individuals and provide a service delivery system which encompasses all 82 counties within the state.</p> <p>Copies of the plan are available to the public and may be obtained from the Division of Community Services by calling (601)359-4768 or 1-800-421-0762.</p> <p>Written comments will be accepted through June 12, 2014. The public is invited to attend.</p>	

The State of Mississippi has prepared the FY 2014 Weatherization Assistance Program State Plan in accordance with Section 440.14 of 10 CFR Part 440. A public hearing will be advertised in one (1) newspaper (Clarion Ledger), throughout the State and the hearing will be held on June 5, 2014. The state application and WeatherizationProgram Production Schedule reflects the proposed weatherization activities, proposed subgrantees, and the allocations for each subgrantee, and the planned number of homes to be weatherized. Copies of the proposed State Plan will be made available to the general public.

IV.7 Miscellaneous:

List below is the contact information on the Business Officer and Principal Investigator:

Recipient Business Officer

Mr. Richard A. Berry
Executive Director
Mississippi Dept. of Human Services
P.O. Box 352
750 North State St.
Jackson, Mississippi 39205
(601) 359-4500

Recipient Principal Investigator

Tina M. Ruffin, Director
Division of Community Services
Mississippi Dept. of Human Services
P.O. Box 352
750 North State St.
Jackson, Mississippi 39205
(601) 359-4768

Public Hearing
Weatherization (Minutes)

2014 WEATHERIZATION PUBLIC COUNCIL MEETING MINUTES

The Division of Community Services conducted the public council meeting on June 5, 2014 in MDHS Training Room A, 750 North State Street, Jackson, MS 39202. The following subjects were discussed:

- Funding
- Client Eligibility at 200% of the Federal Poverty Level
- Supporting Documentation
- Approach to Determining Building Eligibility
- Multi Family Dwelling
- Tentative Selection of Agencies and Areas to be Served
- Priorities and changes to (Form WX-7)
- High Energy Users
- High Energy Burdens
- Technical Guide and Materials
- Energy Audit Procedures
- Final Inspections
- Post after HVAC
- Client Health and Safety WPN 13-1 (V7)
- ASHRAE 62.2-2013

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- Post after HVAC
- Client Health and Safety WPN 13-1 (V7)
- ASHRAE 62.2-2013
- Tina Ruffin the Division Director for the Division of Community Services discussed the following subjects:
 1. Cooperating with sister agencies to deliver HVAC services
 2. Implementing MAGIC for the State and the Subgrantees
 3. MAGIC E Classes for the Subgrantees
 4. DOE Carryover Funds and how to award the funds to the subgrantees
 5. Carryover Funds will go to top two agencies if mistakes occur with the primary agencies
 6. Carryover will be put into 2014, June 2014 to June 2015
 7. DOE require that agencies be in good standing to receive WX funds, though the funds will go to another agency
 8. Agencies must clear up all work and fund discrepancies to be awarded funds
 9. New names will be submitted to Mr. Simpson for the Public Council Board
 10. The Public Hearing ended at about 10:45 AM.

V. MASTER FILE

V.1 Eligible Population

The population eligible to receive assistance from the Low-Income Weatherization Assistance Program is any person or household (resident of Mississippi), meeting income eligibility, based on 200% of the current federal poverty guidelines.

V.1.1 Approach to Determining Client Eligibility

Per regulation 440.22(a) and kept on file per 440.14(c)(6)(xii), the definition of "low income" for determining client eligibility for the Weatherization Assistance Program has been established at 200% of the current federal poverty guideline.

In accordance with 440.16 (a), each applicant household requesting for Weatherization assistance must complete the application process for eligibility determination. During the interaction process caseworker/case manager obtains vital information about social and economic conditions of the entire household. This process assists in identifying households' needs including those with high energy burdens.

Income eligibility is set at or below 200% of the federal poverty guidelines are in effect at the time of submission of the application. An application is taken on the applicant household by the local subgrantee agencies. All applications taken must be taken in the Virtual ROMA system. **Applicants applying for weatherization that are on the waiting list or for other reasons must have their eligibility documentation updated at least annually.** Assistance from another program may also be provided to eligible households, especially those households enrolled in and complying with the established service plan.

Priority is given to the elderly, disabled and families with children. In elderly/disabled zero income cases or crisis cases a service plan will be done to access any resources available to the client, such as social security, disability, prescription assistance, etc. Live-in attendants income can be excluded if it is determined that (1) the live-in is essential to the care and well-being of the person; and (2) would not be living in the unit except to provide the necessary supportive services. All household members' status will be documented and maintained in individual client files for future references.

The State of Mississippi and Subgrantees are reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list or for other reasons must have their eligibility documentation updated as least annually.

Income eligibility is set at or below 200% of the federal poverty guidelines are in effect at the time of submission of the application.

Each applicant household requesting Weatherization Assistance must complete application process for eligibility determination. The application process involves a case management approach. This approach is an interaction between the client and a caseworker/manager. During the interaction process caseworker/case manager obtains vital information about social and economic conditions of the entire household. This process assists in identifying households' needs including those with high energy burdens. It also helps to identify those households that are at risk or in crisis so that a service plan can be developed to assist these households to become stable and self-reliant.

Immigration Status

If the Head of Household is an illegal alien, the application should be denied for the entire household.

If an individual within a household is an illegal alien, does not disclose citizenship or establish satisfactory immigration status, ineligibility exists only for the individual member and not the entire household. The remaining household members should have eligibility determined. During the application process, any individuals within the household who do not wish to comply with citizenship and alien status requirements are considered "Non-Applicants" and should not be questioned about citizenship/alien status. However, these individuals must disclose and verify income and other information needed to establish the eligibility of the household. Eligibility cannot be determined when a Non-Applicant fails to disclose income, therefore, the application should be denied for the entire household. If adequate documentation of immigration status is subsequently provided for the Non-Applicant, the worker shall act upon the reported change in accordance with appropriate timeliness standards.

Most aliens who have entered the United States legally have in their possession documents that were issued by the United States Citizenship and Immigration Services (USCIS) which contains the person's immigration status and the date that person entered the country, or adjusted to the status shown on the card. It is the responsibility of the applicant to provide the USCIS documents prior to eligibility determination. If the applicant does not provide documents establishing alien status on a timely basis or if alien status is questionable, the eligibility of the remaining household members shall be determined.

The most common documents used to verify alien status include, but are not limited to:

- Form 1-551- Resident Alien Card and Conditional Resident Alien Card
- Form 1-151- Alien Registration Receipt Card
 - Form 1-94- Arrival-Departure Record (Annotated with Section 207 or refugee, asylum, or paroled)
 - Form 1-688- Temporary Resident Card
 - Unexpired foreign passport when it contains an endorsement "Processed for 1-551. Temporary Evidence of Lawful Admission for Permanent Residence"

When a household or person indicates inability or unwillingness to provide documentation of alien status for any household member, that (non-applicant) member should be classified as "Ineligible", not illegal. Workers are cautioned that a determination that a person is Ineligible is not equivalent to a determination that a person is an illegal alien.

A person will be reported to the appropriate USCIS office under the following circumstances:

1. The applicant, another household member or the authorized representative admits that illegal aliens are present in the household;
2. USCIS documents presented by the household during the application process are determined to be forged
3. A formal order of deportation or removal is presented by the household during the application process.

V.1.2 Approach to Determining Building Eligibility

Before the weatherization of any dwelling is allowable, proof of ownership must be established regardless of who is living in the dwelling (required for both owner occupied, and rental units). Lifetime estates are to be treated as owner occupied dwellings. The following documents are acceptable as proof of ownership and eligibility:

VALID PHOTO ID(S)

1. Photo Driver's license, US Passport
2. State-issued photo ID
3. Employment ID
4. School, college or university ID
5. US Military ID
6. Tribal ID, Alien registration/Permanent residence card, temporary residence card

SOCIAL SECURITY CARD(S)

1. Certified Copies
2. Card for all household members regardless of age

BIRTH CERTIFICATE(S)

1. Certified Copies
2. Birth Certificates for all household members regardless of age

INCOME(S)

1. Award Letter(s) (Social Security, SSI, Disability, etc)
2. W2 Form, Paycheck stubs, 1099, IRS Tax Forms with appropriate schedules
3. Unemployment Determination Letter
4. Child Support, TANF Printout
5. Other documents deemed eligible to verify income

RESIDENCE VERIFICATION

1. Copy of Utility Bill
2. Lease Agreement
3. Mortgage Documents (Deed), etc.

****Other documents may be necessary as required by Agency****

(See attachments for a copy of the paper application that is completed by case worker)

Re-weatherization: Any dwelling weatherized after September 30, 1994, or any subsequent date as established in 10 CFR 440 subpart §440.18 as amended, is not eligible for weatherization.

All homes previously weatherized are tracked via excel data base. All Weatherization subgrantee are required to maintain a excel data base of homes weatherized and submit this data to the state office monthly. Clients that apply for weatherization are crossed reference by subgrantee with the excel data base. This is checked monthly by state weatherization staff for compliance.

The State of Mississippi will address the following structures;

- Single-Family
- Manufactured housing
- Multi-family housing

All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

Multi-Family Dwellings: In order to meet the purpose of WAP, The State of Mississippi will afford the opportunity of weatherization services to low-income persons that live in all types of housing (i.e. single family, manufactured housing units, and multi-family buildings). It should be noted that in qualifying a multi-family building for weatherization, The State of Mississippi and subgrantees are reminded that 10 CFR 440.22(b) requires that a building containing rental dwelling units is eligible for WAP funds where “not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building: (i) Are eligible dwelling units, or (ii) Will become eligible dwelling units within 180 days under a Federal, State, or local Weatherization Program Notice 11-4 government program for rehabilitating the building or making similar improvements to

the building . . .” Weatherizing only a single unit within a multi-unit building would not meet this program requirement.

Rental Procedures

The benefits of the Weatherization Assistance Program to occupants of rental units have been enhanced by the recent revisions to the rental agreement which follows and addresses the requirements of 440.22. The restriction regarding the time when an owner can increase the cost of the unit has been extended to two (2) years and the specificity with regard to what constitutes an allowable increase in the rent during the two (2) year period has been greatly enhanced.

Before the weatherization of any dwelling is allowable, proof of ownership must be established regardless of who is living in the dwelling (required for both owner occupied and rental units). Lifetime estates are to be treated as owner occupied dwellings.

The following documents are acceptable as proof of ownership:

- 1) Copy of Deed;
- 2) Copy of Mortgage or Mortgage Payment Book;
- 3) Property Tax Receipts (must show address of property to be weatherized);
or
- 4) Statement from the Office of the Tax Assessor, Chancery Clerk, or Record of Deeds.

If a dwelling is to be weatherized for a client who is not the owner of the dwelling, an agreement must be entered into between the landlord and the subgrantee agency, which outlines the owner's responsibilities. The agreement must be signed before work can begin on the weatherization project. Landlord responsibilities may be addressed by but not limited to donated materials, monetary assistance or a combination of the two. A condition of the agreement includes not to raise the tenant's rent for two (2) years (some exceptions apply) beginning on the date of the weatherization projection completion (that is the approved post inspection date). Additionally, the owner cannot evict the tenant without cause during that period. Should the owner choose to violate the agreement; he or she may be billed for the pro-rated share of cost of the weatherization project.

The allowable exceptions to the prohibition of the two (2) year rent increase include increases due to higher property taxes, insurance premiums, necessary replacement (or extensive repairs) to appliances, plumbing, or wiring. These allowable costs must be spread over the period of one (1) year.

The owner agrees that the dwelling is not presently being offered for sale and agrees to give the subgrantee agency thirty (30) day's notice of the sale should the property be offered for sale prior to the expiration of the rental agreement. At least ten (10) days prior to the sale, the owner agrees to obtain a notarized statement of the purchaser's consent to assume the rental agreement obligation. If this consent is not obtained, the owner agrees to pay the full cost of the weatherization project based on the pro-rated

number of months remaining in the rental agreement. Should the property be transferred via a will or heir ship, the same obligations would be placed on the new owners.

Additionally, the owner agrees that the terms and obligations of the rental agreement shall supersede any inconsistent provision of any oral or written lease or other agreement affecting the rent collected for the eligible dwelling unit.

Deferral Standards

The decision to walk-away from a dwelling without providing weatherization services is difficult but necessary in some cases. Many problems encountered in low-income housing are beyond the scope of the Weatherization Assistance Program. Deferrals does not mean that assistance will never be available, but that any work must be postponed until the problems can be resolved and alternative sources of help be found as necessary. Subgrantees Coordinator(s) must follow the deferral guidelines included in the Health and Safety Plan. Subgrantees must complete and have on file, the Walk Away/Deferral form when determining deferrals.(*See Attachments*)

V.1.3 Definition of Children

Children are household members that are under the age of nineteen (19) years old who have not been emancipated from minor status through marriage or assumed the responsibility of an adult as provided by law, and is a member of the household at the time of application.

This procedure is consistent with the eligibility requirements for the Low-Income Home Energy Assistance Program and is applied on a statewidebasis.

All household members' status will be documented and maintained in Virtual Roma and individual client files for future references.

V.1.4 Approach with Tribal Organizations

The low-income members of the Mississippi Band of Choctaw Indians shall be entitled to applyand receive weatherization assistance, as provided to other low-income persons in the State, through thenormal channels of the State Weatherization Assistance Program in accordance with 440.16(f)

V.2 Selection of Areas to be Served

In accordance with 10 CFR 440.14 (6) (9) (ii) and 10 CFR 440.15 (a) (1) (2), preference is given to Community Action Agencies and other public or private nonprofit entities. The State of Mississippi will enter in agreement with seven (7) subgrantees state-wide for PY2014, which allows all 82 counties to be served in a timely and effective manner.

Every weatherization subgrantee will be a community action agency or other public or private nonprofit entity with a track record of implementing similar low-income programs and will be in accordance with 440.14 (a). The subgrantee's experience and performance in weatherization or housing rehabilitation activities and experience in providing assistance to low-income persons in the service area in accordance with 440.15 (a) (2) (I) (ii) (iii) and ability to implement a timely and effective weatherization program, through timely submission of Monthly Progress Reports, as well as planned versus actual homes weatherized are also factors which will be considered. Preference is also given to entities that achieve weatherization goals, good work quality and that have sufficient staff capabilities in accordance with 440.15(a)(3)(I)(ii)(iii)(iv).

Should it become necessary to terminate, downsize or select subgrantees, it will be discussed at a hearing in accordance with 440.14 (a) and upon the basis of the criteria provided in 440.15(a).

V.3 Priorities

Priority is given to elderly, disabled, families with children, high energy users and high energy burden as describe in 10CFR 440.3. The Weatherization Assistance Program was phased into the case management system during the 1993 Program Year. This process involved the use of a single intake form for all programs administered by the Division of Community Services. After intake, clients are prioritized for weatherization assistance based on ranking.

The State of Mississippi requires that the Weatherization Assistance Selection Tool (Form WX-7) be completed on all eligible applicant prior to the selection for assistance. This form allows subgrantees to rank potentially eligible applicant, taking into consideration the following:

- One or more Elderly person(s),
- One or more Disabled person(s),
- Families with children (under age 19),
- High Energy Users (10 CFR 440.3) and
- High Energy Burden (10 CFR 440.3)

This selection process will be incorporated into the Virtual ROMA System, allowing clients that apply to be placed on the service list according to the selection tool ranking. *(See Attachment for Selection Tool)*

V.4 Climatic Conditions

Mississippi is located in the humid subtropical climate region, characterized by temperate winters; long, hot summers; and rainfall that is fairly evenly distributed through the year. However, the state is subject to periods of both drought and flood, and the climate rarely seems to bring "average" conditions. More typical would be an expectation of "feast or famine" with regard to weather events as the climate delivers

energy and moisture in subtropical latitudes between a large landmass to the north and the Gulf of Mexico to the south.

Prevailing southerly winds provide moisture for high humidity and potential discomfort from May through September. Locally violent and destructive thunderstorms are a threat on an average of about 60 days each year. Eight hurricanes have struck Mississippi's coast since 1895, and tornadoes are a particular danger, especially during the spring season.

Normal mean annual temperatures range from 62F in the north to 68F along the coast. Low temperatures have dropped to 16F below zero while high temperatures exceed 90F over 100 days each year. Temperatures routinely exceed 100F at many places in the state each year and drop to zero or lower an average of once in five years in the state. Freezing temperatures reach the Gulf coast almost every winter. Normal precipitation ranges from about 50 to 65 inches across the state from north to south. Measurable snow or sleet falls on some part of the state in 95% of the years.

In essence, Mississippi has a climate characterized by absence of severe cold in winter but by the presence of extreme heat in summer. The ground rarely freezes and outdoor activities are generally planned year-round. Cold spells are usually of short duration and the growing season is long. Rainfall is plentiful, but so are dry spells and sunshine.

(Mississippi State University Climatologist)

(<http://geosciences.msstate.edu/scClimate.htm>)

The State of Mississippi is divided into three climatic regions. Listed below are the heating and cooling degree days for Base Year 2013 and Comparison Year 2014 for each region according to **Weather Data Depot** (<http://www.weatherdatadepot.com/>):

Tupelo (Region # 1 - North MS)(weather station zip code 38826)

	"Base Year (2013)"			Comparison Year (2014)			Comparison %		
"Month"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"
"January"	"589"	"6"	"595"	"914"	"0"	"914"	"55% "		"53% "
"February"	"549"	"0"	"549"	"623"	"0"	"623"	"13% "		"13% "
"March"	"515"	"1"	"516"	"460"	"0"	"460"	"-10% "		"-10% "
"April"	"161"	"52"	"213"	"145"	"42"	"187"	"-9% "	"-19% "	"-12% "
"May"	"58"	"184"	"242"	"30"	"232"	"262"	"-48% "	"26% "	"8% "
"June"	"0"	"416"	"416"						
"July"	"0"	"462"	"462"						
"August"	"0"	"473"	"473"						
"September"	"0"	"331"	"331"						
"October"	"119"	"101"	"220"						
"November"	"504"	"0"	"504"						
"December"	"670"	"9"	"679"						
"Through May"	"1872"	"243"	"2115"	"2172"	"274"	"2446"	"16% "	"13% "	"16% "

Jackson (Region # 2 - Central MS) (weather station zip code 39202)

	"Base Year (2013)"			Comparison Year (2014)			Comparison %		
"Month"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"
"January"	"465"	"14"	"479"	"760"	"0"	"760"	"63% "		"58% "
"February"	"425"	"0"	"425"	"483"	"6"	"489"	"13% "		"15% "
"March"	"392"	"3"	"395"	"343"	"4"	"347"	"-12% "		"-12% "
"April"	"114"	"92"	"206"	"115"	"79"	"194"	"0% "	"-14% "	"-5% "
"May"	"52"	"213"	"265"	"20"	"242"	"262"		"13% "	"-1% "
"June"	"0"	"447"	"447"						
"July"	"0"	"477"	"477"						
"August"	"0"	"522"	"522"						
"September"	"0"	"423"	"423"						
"October"	"82"	"145"	"227"						
"November"	"380"	"15"	"395"						
"December"	"559"	"12"	"571"						
"Through May"	"1448"	"322"	"1770"	"1721"	"331"	"2052"	"19% "	"3% "	"16% "

Gulfport (Region # 3 - South MS)(weather station zip code 39502)

	"Base Year (2013)"			Comparison Year (2014)			Comparison %		
"Month"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"
"January"	"335"	"7"	"342"	"617"	"0"	"617"	"84% "		"80% "
"February"	"249"	"2"	"251"	"284"	"10"	"294"	"14% "		"17% "
"March"	"304"	"13"	"317"	"200"	"15"	"215"	"-34% "		"-32% "
"April"	"52"	"103"	"155"	"43"	"153"	"196"	"-17% "	"48% "	"26% "
"May"	"21"	"275"	"296"	"0"	"318"	"318"		"15% "	"7% "
"June"	"0"	"545"	"545"						
"July"	"0"	"511"	"511"						
"August"	"0"	"543"	"543"						
"September"	"0"	"496"	"496"						
"October"	"17"	"228"	"245"						
"November"	"211"	"35"	"246"						
"December"	"353"	"17"	"370"						
"Through May"	"961"	"400"	"1361"	"1144"	"496"	"1640"	"19% "	"24% "	"20% "

V.5 Type of Weatherization Work to be done.

V.5.1 Technical Guide and Materials

The State of Mississippi Weatherization Assistance Program (WAP) will utilized the Single Family Priority Measures List, Mobile Home Priority Measures List and NEAT and MHEA Audits, which were approved in 2012 and the Mississippi Weatherization Field Guide, which have been updated to cross reference the SWS, to ensure that all work is being performed in accordance to the DOE approved energy audit procedures and 10CFR440 Appendix A.

V.5.2 Energy Audit Procedures

Procedures for determining the most cost-effective measures in a dwelling unit, per 10 CFR 440.14 (b) (9) (xi). The subgrantees are required to obtain price quotes from local suppliers prior to undertaking weatherization activities on a dwelling. To ensure that the most cost-effective measures are used, the subgrantees will use the Mississippi Priority List for Single-Family Homes, Mississippi Priority List for Mobile Homes, the National Energy Audit (NEAT), and Mobile Home Energy Audit (MHEA). The Mississippi Weatherization Field Guide will be used as a guide when applying weatherization measures. *(See Attachments for Priority Measures List)*

The State of Mississippi partnered with Saturn Resource Management on updating the Mississippi Field Guide to cross reference the Standard Work Specifications. (See Attachment for the Mississippi Field Guide)

Multi-Family Dwellings

The State of Mississippi falls below the 20% threshold and do not have a DOE-approved audit and procedures for multifamily buildings, therefore, the following actions will be taken:

- The State of Mississippi Weatherization Program will follow the DOE Weatherization Program Notice 10-15 when addressing requirements for determining eligibility of certain multi-family buildings as identified by the Department of Housing and Urban Development (HUD) and the Department of Agriculture (USDA).
- The State of Mississippi will submit to the Project Officer the necessary material to approve the multifamily project prior to commencing weatherizing the building (e.g. engineering assessment, audit input/output). The Project Officer will review and approve the project(s) on a case-by-case basis in the absence of a multifamily energy audit.

V.5.3 Final Inspection

The State of Mississippi has collaborated with the Pulaski Technology College Weatherization Training center to provide training. This training will be provided to assist subgrantees in acquiring the necessary certifications needed to ensure that there are a sufficient number of certified individuals available to meet the requirements of WPN14-4.

Listed below are the procedures utilized to ensure that no dwelling unit is reported to DOE as completed until all weatherization measures have been installed and the Subgrantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures required by 10 CFR 440.21.

- The State of Mississippi will provide guidance to ensure that at least (1) person will acquire the Quality Assurance Inspector Certification.
- All home inspections, pre and post, must be accompanied with before and after pictures.
- Pictures must be made available for all Pre and Post Readings (pictures must show reading on the equipment).
- Agencies are required to conduct a mandatory pre and post-test on dwelling.
- The same Coordinator who conducts the pre-test cannot conduct the post test.
- The Pre and Post-test must include a Blower Door Test and a CAZ test where applicable.
- when the Post Inspector (Final Inspector) finds work that need to be re-done or corrected the contractor is contacted and provided documentation on areas that need to be re-addressed. Upon completion of work the Post Inspector revisit to inspect items that were re-addressed before payment is rendered.

Subgrantees must adhere to Weatherization Program Notice 11-03. Paying for additional work on homes that have already been reported to DOE is not permissible by use of DOE WAP funds. Subgrantees may use other funds that are not included as a part of their DOE WAP budget plans to pay for the costs associated with the corrections.

V.6 Weatherization Analysis of Effectiveness

An analysis shall be provided, per 10CFR 4410.14 (c) (6) (i), of the existence and effectiveness of any weatherization project being carried out by the Subgrantee(s). This analysis may include analyses that are done on an annual basis but may also include special analyses that are conducted based on current events.

The State of Mississippi WAP has established the policy of evaluating subgrantees program effectiveness. A quality rating (*Good, Fair, and Poor*), shall be established by consideration of factors including, but not limited to:

Program Administration

1. Program files and accuracy and timely completion/submission of reports.
2. Work quality and oversight.
3. Monitoring reports.
4. Proper invoicing techniques.
5. The practice of using DOE funds to return to previously completed homes to make adjustments or include additional measures not done on the initial visit and after unit was reported to DOE as completed.
6. Proper designation of allowable administrative expenses between administration and program support categories.

Performance Analysis

1. Proper documentation of determining eligibility.
2. Number of Elderly, Disabled, Children, High Energy User, and Households with High Energy Burden served.
3. Expenditures verses number of dwellings weatherized. Production quotas and expenditures.
4. Carbon Monoxide, Blower Door, Refrigerator testing. (*Per SWS*)
5. Client education.
6. Health and Safety Practices. (*Per SWS*)
7. Referrals from LIHEAP/CSBG.
8. Securing of additional funding from other agencies and programs. (*Per Deferral Policy*)
9. Proper use of Priority Measures/Weatherization measures selected. (*Per SWS*)
10. Pre-Inspection.
11. Final inspection/Re-inspections and follow-up. (*Per SWS*)
12. Lead safe weatherization work practices and mold and moisture checklist.
13. Personnel training.
14. Required signatures.
15. Program files, accuracy, and timely completion/submission of reports.
16. Work quality and oversight. (*Per Field Guide, SWS*)
17. Monitoring reports.

The State of Mississippi WAP measures productivity via weekly and monthly subgrantee reporting. The Subgrantees are required to submit the following:

Weekly Reports:

- The number of homes completed
- Type of fuel
- Demographic information

Monthly Reports:

- Final report on homes completed
- Final report on types of fuel
- Final demographics report
- Final Monthly Expenditures, and
- Energy savings report.

The above subgrantee reports will be compared monthly to ensure cost effectiveness, accountability, quality of service and energy savings. Comparisons of reporting will be utilized to determine training opportunities, such as CAZ testing, Air Sealing, ASHRAE standards (62.2.2013), Health & Safety etc.

If findings are determined as a result of flagrant and/or frequent noncompliance, this is considered to be a serious impact on the agency's ability to continue to operate the program effectively. Steps will be taken to suspend or terminate funding.

Once an agency is placed on special conditions either a conditions plan will be put in place or as stated above funding will be suspended or terminated. The decision for removal of special conditions will be based on the following:

- The nature of the findings yielding the special conditions (are the same findings recurring?)
- The agency's responsiveness to the special conditions (were the findings resolved promptly? Completely? With attention to the cause of the finding?)
- The Program Manager's assessment of the agency's potential for improving overall performance to an acceptable level.

In an effort to ensure that subgrantees continue on the path of continuous improvement the State of Mississippi have updated the field guide to correspond with the Standard Work Specifications, Partnered with Pulaski Technology College Weatherization Center to provide selected training, and put in place opportunities for subgrantees and state staff to become Quality Control Inspectors.

The State of Mississippi tracks subgrantee performance via the Mississippi Department of Human Services Division of Program Integrity/Monitoring Division and the Division of Community Services programs staff. The Monitoring Division provides fiscal monitoring and limited program monitoring, while the Division of Community Services provided the programmatic technical reviews and limited fiscal reviews. The reviews are compared to determine any deficiencies and identifying opportunities for training.

In PY2014, the State of Mississippi will seek to implement WPN 14-4, which will ensure that subgrantees and contractors are performing work according to the SWS. Subgrantees are required to update the NEAT/MHEA Audit libraries to reflect accurate market cost, ensuring that measures are being cost accurately.

V.7 Health & Safety(See Attachment)

V.8 Program Management

The Division of Community Services, through Federal funds, administers programs under assigned grants, which provide assistance to the economically or socially disadvantaged citizens of Mississippi; and to carry out the provisions of the Community Economic Opportunity Act of 1983, which are:

To provide technical assistance to local agencies and communities in developing and carrying out such programs;

To provide the Governor with information with respect to programs and policies of all

anti-poverty resources;

To act as an advocate for the poor at the State and national level and to provide the Governor, Legislature and other public and private entities throughout the State with information on socio-economic conditions affecting low-income Mississippians;

To mobilize Federal, State and local resources to enable the Governor to effectively respond to the needs of Mississippians who are economically or socially disadvantaged;

To monitor, conduct, supervise and administer those matters pertaining to Community Services, Community Services Block Grant, Low-Income Home Energy Assistance and Low-Income Weatherization funded operations in Mississippi in coordination with pertinent State and Federal agencies as directed by the Governor, or appropriate Federal authorities, with the concurrence of the Governor.

V.8.1 Overview and Organization

Overview

A proposed production schedule reflecting the number of dwellings to be weatherized during the program year and estimated expenditures are outlined quarterly and arranged on the attached Quarterly Production Report, in accordance with 10 CFR 440.14 (b) and 440.14 (b)(9) (iv) and (v). Funds awarded by the Department of Energy (DOE) and all other sources used to implement the Weatherization Assistance Program (WAP) are identified.

In compliance with the statistical requirement of 10 CFR 440.12 and 440.14, dwellings to be weatherized that were not depicted on the attached referenced forms, are stated on the Quarterly Production Schedule herein attached. Proposed subgrantee allocations are delineated by the estimated number of eligible units by elderly, disabled, Native American, owners, and renters. The total units anticipated to be weatherized in the same categories are also depicted.

The estimated energy savings, labor sources, average cost per unit, and the maximum cost per unit are identified in the Production Schedule for each proposed subgrantee. The column on the far right reflects the number of units to be weatherized by each subgrantee from July 1, 2014 through June 30, 2015.

Organization

The Mississippi Department of Human Services, Division of Community Services has administered the Weatherization Assistance Program (WAP) since 1978. The agency began with a total of three State Office staff working with the program and 22 Subgrantees administering the program. The division also contained an in-house monitoring unit. In 1995, Congress cut the budget/funding for WAP by 47%, thereby requiring the State to downsize the number of Subgrantees administering the program, as

well as reducing the office staff to one. The State downsized from 22 Subgrantees to nine (9) in 1995, and during the 1996 and 1997 program years the State increased the Subgrantees administering the program to ten (10) Subgrantees. In 1998 and 1999, the State entered into contracts with 11 subgrantees to administer the program. The State will utilize seven(7)subgrantees for PY 2014.

The State began utilizing the Blower Door in 1993 to detect air infiltration and the Monoxor II in 1993. All Subgrantee staff has received training on the use of this equipment. In 1998, the staff received training on the new NEAT and MHEA Audit Software. In 2002, the State of Mississippi piloted the DOE Hot Climate Initiative Training, which focuses on whole-house weatherization. Based on the training, a Priority List for Single Family Homes was developed for the state. Subgrantees received training on Air Sealing, Dense Pack Wall Insulation, and Diagnostic Equipment/Combustion Analysis. Subgrantees will continue to utilize the National Energy Audit (*NEAT*), when replacing heating and cooling systems and Manufactured Home Energy Audit (*MHEA*), when performing weatherization measures on mobile homes.

Full utilization of this technology is mandatory for participation in the Mississippi Weatherization Assistance Program. The weatherization personnel from each subgrantee agency have been evaluated, and only those agencies whose weatherization personnel has participated in the Division of Community Services (DCS) Weatherization Training and Technical Assistance Workshop will implement the 2014 Weatherization Assistance Program.

Client eligibility is determined by the current income poverty guidelines that are in effect which is equal to or less than **200%**(two hundred percent) of the federal poverty guideline. The subgrantees are allowed to use LIHEAP funds for any energy-related purpose, such as vented space heaters.

V.8.2 Administrative Expenditure Limits

The impact of the 10 percent statutory and regulatory limit on administrative costs has continues to be a difficult issue for the Subgrantees in the management of their Weatherization program. As 10 CFR 440.18(d) explains, not more than 5% will be used for administrative purposes and no less than 5% will be allocated to the Subgrantees.

The grantee will ensure that funds are allocated to areas based on relative need for the project. Funds will be allocated to subgrantees based on the level of poverty as determined by the most recent census statistics in accordance with 440.15(b). Financial assistance will be used to supplement and not supplant state or local funds in accordance with 440.16 (c). The Subgrantees will be required to secure services of volunteers to the maximum extent possible in accordance with 440.16 (d). Volunteers and in-kind labor may also be utilized in some cases. Qualified supervisors on the subgrantee weatherization staff will oversee and direct such endeavors. Coordination with other programs to the maximum extent possible is in accordance with 440.16 (e). DCS is a participant in a comprehensive planning group designed to provide the greatest benefit to

the client while mutually accommodating the involved parties via referrals and leveraged activities. The potential agencies include the Mississippi Department of Economic and Community Development, Energy Division, the Mississippi Cooperative Extension Service, various local development and/or rehabilitation projects, the business community, and volunteer organizations.

V.8.3 Monitoring Activities

The State of Mississippi continues to utilize an established monitoring plan to ensure quality workmanship, financial and programmatic accountability, and adherence to federal/state regulations (WPN 12-5) as well as contractual agreements.

Programmatic and Fiscal Monitoring functions are performed by Program Integrity (PI), a division within the MDHS. PI will conduct comprehensive monitoring of each subgrantee at least once a year. The comprehensive monitoring includes reviewing at least 5 percent of each subgrantees DOE-funded completed units and reviewing:

- Financial/Administrative
- Audits
- Payroll/Personnel
- Procurement
- Vehicles, Equipment, Inventory, Materials
- Eligibility
- Program Overview (Client File Review, Work Orders, etc.)
- Reporting
- Energy Audits
- Field Work
- Health & Safety
- Final Inspections
- Training & Technical Assistance
- Invoicing
- Records Retention

Monitoring Staff are pursuing to Quality Control Inspector Certifications as required by **WPN 14.4**.

The Division of Community Services (DCS) provides programmatic technical reviews and limited fiscal reviews. DCS will conduct comprehensive technical reviews of each subgrantee at least once a year. The comprehensive technical reviews include reviewing at least 5 percent of each subgrantees DOE-funded completed units and reviewing:

- Energy Audits
- Field Work
- Health & Safety
- Final Inspections

- Provide Training & Technical Assistance
- Client File Review, Work Orders, etc

There are two staff members that are BPI Certified and are pursuing the Quality Control Inspector Certification as required by WPN 14-4.

Programmatic Monitoring System

The programmatic monitoring system has been designed to provide a systematic method of identifying program strengths and weaknesses, a basis for assisting agencies by improving program operations and for continuing the flow of information between the subgrantee level and DCS which is necessary for problem identification and resolution.

Those agencies having weaknesses in any area will be monitored and technical assistance provided as necessary to ensure program and fiscal compliance.

Quality Control

Quality Control will consist of the following:

- Subgrantees will ensure that all work performed will be performed according to the Standard Work Specifications (SWS).
- Per WPN 14-4 subgrantees will be monitored/reviewed according to (SWS).
- Subgrantees will ensure that all contractors/crews (HVAC) will perform work according to the SWS.
- Productivity between subgrantees will be compared monthly.
- Subgrantees projected number of units to be completed on a monthly basis will be reviewed according to their response to the State's Notice of Funding Availability (NOFA).
- A review of the monthly progress report on actual homes completed versus projected completions.
- State office personnel will review reports and compare to the submitted Plan versus Performance Analysis Form.

This information is beneficial in determining training needs of subgrantees and targeting resources effectively, as well as providing an agency by agency comparison.

Procedures

- Monitoring visits will normally be scheduled and confirmed at least one week prior to the visit. However, the State does reserve the right to conduct unscheduled monitoring visits.
- An entrance conference will be conducted with the subgrantees Executive Director or a designee to explain the purpose of the visit.
- Program operations of subgrantees are reviewed randomly by the Office of Monitoring. These internal audits are conducted in accordance with the General

Accounting Office's "Standards for Audits of Governmental Organizations, Programs, Activities, and Functions" and generally accepted auditing standards established by the American Institute of Certified Public accountants. Additionally, this office seeks to target those entities with large allocations and agencies with demonstrated problems.

- A written report of the visit is prepared by PI for the Director of DCS to review before a copy is sent to the agency. All noted findings are communicated to the subgrantee in writing in a timely manner. Deficiencies in program operations which are not properly corrected according to instructions may result in suspension of funds or termination.
- DCS will maintain full documentation of the monitoring visit in the DCS subgrantee file, in addition to the PI file. In addition, DCS will conduct a desk review.
- Although each subgrantee is required to contract with an independent audit firm for audits, the selection process is reviewed and approved by MDHS/DCS per the Audit Request for Proposal. All audit reports are reviewed and reconciled by the DCS fiscal unit.

Findings

1. Any of the following criteria generally constitutes a Finding:
 - a) Violation of eligibility guidelines.
 - b) A health or safety condition that affects clients, subgrantee staff and subgrantee subcontractors, or the integrity of the building structures that was created by, exacerbated by, or not corrected by the delivery of Weatherization services. (Per SWS)
 - c) The omission of a required Priority List measure or technique with major energy savings potential.
 - d) Poor quality of work (Per SWS) that significantly affects the performance of measures or repairs.
 - e) Expenditure of Weatherization Assistance Program funds on measures that are not approved under the Weatherization Assistance Program or required for health or safety reasons.
 - f) Major expenditure of funds on measures that are not recommended on the Priority Lists or do not yield a NEAT or MHEA generated savings-to-investment ratio of one or greater.
2. An Onsite Assessments Report that contains a Finding:
 - a) Requires an immediate response from the subgrantee.
 - b) Requires corrective action be taken.
 - c) May result in disallowed costs.
 - d) May result in an increased assessment/monitoring rate.
 - e) May result in the requirement of additional training for the subgrantee personnel.
 - f) May result in the recommendation for High Risk Status for the

subgrantee.

- g) Continued Findings of this type may result in termination of DCS Weatherization Assistance Program Award to the subgrantee.

Trends for Concern

1. The following criterion generally constitutes a Trend for Concern:
 - a) Any other areas of noncompliance with the Mississippi Weatherization Field Guide, Standard Work Specifications, Mississippi Weatherization State Plan, or any other guidance issued by the Division of Community Services not considered a Finding.
2. An Onsite Assessments Report that contains a Trend for Concern:
 - a) Requires immediate action to eliminate any future occurrences.
 - b) May require corrective action to be taken if similar future situations relating to major energy savings measures, documentation requirements or health and safety measures are found not according to the SWS.
 - c) May be reclassified as a Finding if repeated, that is, if similar situations are found on consecutive assessment visits.
 - d) May result in the requirement of additional training for the subgrantee personnel.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF MONITORING/DIVISION OF COMMUNITY SERVICES
TENTATIVE MONITORING SCHEDULE**

WX AGENCY	TENTATIVE REVIEW DATES	REVIEWING AGENCY
Gulf Coast CAA	(1 st Quarter) September	Division of Monitoring (fiscal) DCS (Programmatic)
South Central CAA	(1 st Quarter) September	Division of Monitoring (fiscal) DCS (Programmatic)
Multi-County CSA	(2 nd Quarter) December	Division of Monitoring (fiscal) DCS (Programmatic)
Northeast CSA	(2 nd Quarter) December	Division of Monitoring (fiscal) DCS (Programmatic)
Prairie Opportunity Inc.	(3 rd Quarter) March	Division of Monitoring (fiscal) DCS (Programmatic)
Lift Inc.	(3 rd Quarter) March	Division of Monitoring (fiscal) DCS (Programmatic)
	(4 th Quarter) April-June Follow-ups where needed	Division of Monitoring (fiscal) DCS (Programmatic)

Note: Monitoring will take place no less than annually and no less than five percent of each subgrantee completed units will be reviewed.

V.8.4 Training & Technical Assistance

Training and Technical Assistance – Approach (WPN12-1, 3.1)

The state has established a plan for providing training and technical assistance to comply with 10 CFR 440.12(b) (7) and ensure program accountability and quality workmanship. In order to comply with WPN 14-4 (*Quality Work Plan*) the Division of Community Services (DCS) will partner with a certified training center to provide training on the technical requirements needed to acquire Quality Control Inspector Certification (QCI). QCI certification will apply to all individuals who perform an evaluation and sign off on work performed in homes including final inspectors and State monitoring staff.

The Division of Community Services has partnered with Saturn Resources to update and cross reference the Mississippi Weatherization Field Guide with the

Standard Work Specifications (SWS) (Completed June 2014). (See Attachment) *Field Guide was updated to meet the SWS. The Field Guide can be reviewed at <http://wx.srmi.biz/ms/>*

An electronic copy of the field guide will be provided to each subgrantee to load to desktop or laptop for use by coordinators. Hard copies will be supplied for use by subgrantee contractors. All copies will be provided by August 2014.

The Division of Community Services anticipates several training sessions during program year 2014 to ensure that subgrantees and state staff meet the requirements of WPN 14-4 and because of the importance of these issues, attendance will be mandatory. The state plans to assist subgrantees with their travel costs to the State sponsored and DOE sponsored workshops as funds permit.

DCS in an effort to be proactive partnered with Pulaski Technology College Weatherization Training Center to provide the following training to assist with state and subgrantees staff to acquire the skills needed to challenge the QCI testing:

- Intermediate Weatherization Course (Building Science) **40 hours**
- QCI Course (Preparation for On-line and Field Exam) **40 hours**
- Online Exam/Field Exam **Testing**

DCS will continue to partner with a certified training center to provide training to assist with increasing the skills needed to challenge the QCI testing. Statewide training and technical assistance workshops are held annually to provide comprehensive training. At these workshops and through program directives, subgrantees will be provided training on but limited to the following:

- The contractor's liability insurance and "recovered materials" requirements.
- Weatherization Program requirements
- Mississippi Weatherization Field Guide/SWS
- The importance of CAZ testing
- Health & Safety requirements
- Client Education
- The importance of having QCI on staff
- Contractor training and retention agreement requirements, and
- NEAT/MHEA

Technical assistance is provided continuously throughout the year. Training will be addressed based on the results of T&TA field visits, DOE POC monitoring visits, monitoring findings, state internal audits, QA review visits, and IG reports. Each subgrantee has access to a direct toll-free telephone line to the Division of Community Services for immediate technical assistance from any location in the State. On-site visits allow technical assistance to be given in the field.

State and Subgrantee staff must be proficient in the following areas:

- a. Blower Door Testing;
- b. Portable Combustion Analyzer (PCA);
- c. Gas Leak Detector;
- d. Blowing insulation (**attic & dense pack walls-single family dwelling, and** the belly, attic, and walls *(if applicable)* of mobile homes); Duct Blaster usage;
- e. Operation and maintenance of all equipment
- f. Thermal Imaging
- g. CAZ Testing
- h. Mississippi Weatherization Field Guide/Standard Work Specifications (SWS)

Subgrantees must keep on file and provide to DCS the following training and certifications.

- a. Lead-Safe Weatherization (*Training*);
- b. First Aid/CPR (*Certification*);
- c. Mold & Moisture Awareness Training
- d. Consumer Education Policies and Procedures
- e. Certified Renovator (*Certification*)
- f. OSHA 30 Certification (*Certification*)
- g. Whole-House Weatherization (*Training*) for-
 - 1. Site-built homes
 - 2. Mobile Homes
- h. Mississippi Field Guide/SWS (Training)

Subgrantees must keep on file and provide to DCS the following on all contractors:

- a. Lead-Safe Weatherization (*Training*);
- b. Mold & Moisture Awareness (*Training*);
- c. Whole-House Weatherization (*Training*) for-
 - 1. Site-built homes
 - 2. Mobile Homes
- d. Certified Renovator/Certified Firm (*Certifications*)
- e. OSHA 30 (*Certification*)
- f. First Aid/CPR (*Certification*);
- g. Liability Insurance/Pollution Occurrence Insurance and
- h. Workman Compensation.
- I. Mississippi Weatherization Field Guide/SWS (*Training*)

Subgrantees are required to make sure that all certifications, insurances, and certificates are current.

State staff personnel are kept abreast of major changes affecting the program through attendance at regional and national conferences. This information will be disseminated to subgrantees as needed.

WEATHERIZATION ACTIVITIES SCHEDULED FOR 2014-2015

DATE	EVENT	LOCATION	HOST
1 st Quarter 2014	Field Guide and SWS Training <ul style="list-style-type: none"> • QCI training opportunity • Building Science • Health & Safety • Client Education • Policy & Procedures 	TBA	TBA
2 st Quarter 2014	Quality Control Inspector (opportunities)	TBA	TBA
3 rd Quarter 2014	Mobile Home	TBA	TBA
4 rd Quarter 2015	Site-Built Home (peer to peer)	TBA	TBA

V.9 Energy Crisis & Disaster Plan

State of Mississippi Weatherization Assistance Program Disaster Relief Plan

For weatherization purposes, a disaster is determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The crisis will generally involve three phases: the crisis itself, the clean-up, and rebuilding of the area.

Purpose: To develop a prudent disaster response plan that addresses the needs of affected low-income clients and takes into consideration the limited funding available and the effects to the weatherization program activities. The State of Mississippi will work in conjunction with its Disaster Relief Team to aid with identifying and securing any resources that may be available to assist in the relief. Project Management Center (PMC) Project Officer will be notified as soon as possible regarding a disaster.

Eligible Activities:

Reweathering – The rule allows any home damaged by a disaster to be reweatherized, without regard to date of weatherization, if the damage to materials is not covered by insurance.

Health & Safety – The rule allows a State to develop a health and safety plan to address the needs of low-income occupants of eligible homes.

Technical Assistance – The rule permits the States to use technical assistance units in flexible ways to achieve energy efficiency goals of the program.

Leveraging – The rule permits States to use a small percentage of DOE grant funds to provide leveraging opportunities at the state and local levels with prior approval.

Eligible Population: Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the federal poverty guidelines. Priority will be given to clients currently on the WX Priority Lists, elderly, handicapped, and families with children.

Allowable expenditures under WAP include:

- 1) The cost of incidental repairs to an eligible dwelling unit if such repairs are necessary to make the installation of weatherization materials effective per 10CFR 440.18(d) (9) and,
- 2) The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d) (9); 10 CFR 40.18(d) (15). To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. The \$6,904 per dwelling unit limit continues to apply.

The State of Mississippi elects to limit incidental repairs (10 CFR 440.14(c) (6) (viii) to \$500. If total anticipated repair cost exceeds \$500 in materials expenditures, DCS must first authorize the additional expenditures before the costs are incurred. All requests must be in writing, documenting why the exception is being requested and how the repairs will benefit the effective performance or preservation of Weatherization materials.

The use of WAP funds to pay personnel to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response. ***Using WAP funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.***

Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE Financial Assistance Regulations 10 CFR Part 600.

Health & Safety – Subgrantees will utilize the health and safety plan to address the needs of low-income occupants of eligible homes. (See Attachment)

Technical Assistance – The rule permits the States to use technical assistance units in flexible ways to achieve energy efficiency goals of the program.

Leveraging – The rule permits States to use a small percentage of DOE grant funds to provide leveraging opportunities at the state and local levels with prior approval.

Eligible Population: Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the federal poverty guidelines. Priority will be given to elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10CFR 440.16(b)) However, it would be permissible to consider in households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

Scope of Work:

1. Authorization for subgrantees to re-prioritize service requests coming from disaster areas so that eligible residents from these areas receive weatherization and re-weatherization services as quickly as possible as long as the households are determined eligible for WAP services; meet one of the priorities described in 10 CFR 440.16(b); and are free and clear of any insurance claim or other form of compensation resulting from the damage incurred from the disaster.
2. Authorization for DCS to submit an amendment to its Weatherization State Plan that reflects changes, including potential reductions in production, and the use of unspent carryover funds if necessary, to provide emergency services to the affected areas.

Additional Criteria:

I. First Priority

- a. Health & Safety
- b. Measures within scope of program

II. Second Priority

- a. Specific list of measures that is most beneficial for the type of disaster to include, but not limited to:
 1. Minor roof repair – per WX guidelines
 2. Repair or Replacement of Sheet Rock
 3. Replace hot water heaters
 4. Replace Insulation (Walls, Attic, Crawl Space)
 5. Replace/Repair Windows and Doors
 6. Replace/Repair HVAC system and space heaters
 7. Replace electrical/damaged outlets – (H&S) Work will be done on outlets that impacts the weatherization measures.
 8. Minor envelope repairs
 9. All remaining measures – Installed in order of priority in accordance with State Policies and Procedures.
- b. Subgrantees will utilize the Priority Measures when determining work to be done.

VI. FEDERAL FINANCIAL REGULATIONS

VI.1 DOE Financial Assistance Rules

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both Federal and State policy for grants administration.

The State will provide training on fiscal control procedures as necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this subtitle, including monitoring assistance under this subtitle. Every year the State shall prepare an audit of its expenditure of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle.

In accordance with the assurance above, the State of Mississippi has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the State. Additionally, the State has established procedures for monitoring the utilization of such funds by project operators. An audit of the Weatherization Assistance Program will be conducted as prescribed by the DCS and appropriate State and/or Federal regulatory authority.

A description of the controls and procedures to be implemented is as follows:

1. DCS will follow the established fiscal policies and procedures mandated by state law. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.

2. The financial standards set forth by the State establish an adequate accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies.

Subgrantee Default, Suspension, Transfer/Termination

DCS may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or DCS directives as may become generally applicable at any time;

Late submission by the subgrantee to the DCS of DOE reports that are incorrect or incomplete;

Ineffective or improper use of funds provided under this grant; and

- A. Termination or Suspension. If the Subgrantee materially fails to comply with any of the covenants, terms or stipulations of this Agreement, whether stated in a federal statute or regulation, an assurance, in the State plan or application, a notice of award, or elsewhere, DCS may, upon giving written notice to Subgrantee, take one or more of the following actions, as appropriate in the circumstances:
 - (1) Temporarily withhold cash payments pending correction of the deficiency by Subgrantee or a more severe enforcement action by DCS;
 - (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 - (3) Wholly or partly suspend or terminate the current award for the Subgrantee's program;
 - (4) Withhold further awards for the subgrantee's program; or
 - (5) Take other remedies that may be legally available.
- B. Notice of Termination for Cause. If, through any cause, Subgrantee shall fail to fulfill in a timely and proper manner, as determined by MDHS, its obligations under this Subgrant, or if Subgrantee shall violate any of the covenants, agreements, or stipulations of this Subgrant, MDHS shall

thereupon have the right to terminate the Subgrant by giving written notice to Subgrantee of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. In the event of such termination, Subgrantee shall be entitled to receive just and equitable compensation for satisfactory work completed on services or documents or materials collected and/or prepared by Subgrantee in connection with this Subgrant. Such compensation shall be based upon the fees set forth in Section III, but, in no case, shall said compensation exceed the total Subgrant price.

Notwithstanding the above, Subgrantee shall not be relieved of liability to MDHS for damages sustained by MDHS by virtue of any breach of this Subgrant by Subgrantee, and MDHS may withhold any payments to Subgrantee for the purpose of set off until such time as the exact damages due to MDHS from Subgrantee are determined.

- C. Termination for Convenience. MDHS may terminate this Subgrant at any time by giving written notice to Subgrantee of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. Subgrantee shall be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of Subgrantee covered by the Subgrant, less payments of compensation previously made.
- D. Partial Termination. In the event of a partial termination, the Subgrantee shall incur no obligations other than those specifically identified in the agreement or contract governing the partial termination.
- E. Rights and Remedies upon Termination. In the event of termination as provided in this Section, Subgrantee shall be entitled to receive just and equitable compensation for services or performances actually and satisfactorily performed, prior to the effective date of termination, under this Agreement. Such compensation shall be based upon the payment provisions described in Section III hereof, but, in no case, shall said compensation exceed the total amount of this subgrant.

Subgrantee shall be liable to DCS for damages sustained by DCS by virtue of any breach of this Agreement by Subgrantee, and DCS may withhold any payments to Subgrantee for the purpose of set off until such times as the exact amount of damages due to DCS from Subgrantee are determined. The rights and remedies of DCS provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or in equity.

VI.2 OMB Cost Principles (SEE ATTACHMENT)

VI.3 Financial Audits (SEE ATTACHMENT)

VI.4 Reporting Requirements

Maximum Average Per-Dwelling

The new adjusted average expenditure limit per dwelling for program year 2014 is **\$6,904.00**. This adjusted annual average is determined by DOE using the annual Consumer Price Index (CPI) or 3 percent, whichever is less to increase the annual average. The CPI for the previous 12-month period (September 2012-September 2013) was 1.2%. Therefore, a 1.2% increase was applied to the PY 2013 thus bringing PY 2014 to \$ **6987**.

Subgrantees must submit by email or fax to the Division of Community Services all Monthly Progress Reports on or before the 1st work day of each month following the reporting month and forward the original Monthly Progress Reports to DCS. The WX Report Due Dates are listed below.

July 2014	-Due-	August 5, 2014
August 2014	-Due-	September 5, 2014
September 2014	-Due-	October 6, 2014
October 2014	-Due-	November 5, 2014
November 2014	-Due-	December 5, 2014
December 2014	-Due-	January 5, 2015
January 2015	-Due-	February 5, 2015
February 2015	-Due-	March 5, 2015
March 2015	-Due-	April 6, 2015
April 2015	-Due-	May 5, 2015
May 2015	-Due-	June 5, 2015
June 2015	-Due-	July 6, 2015

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I. OVERVIEW

1. Introduction

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I. OVERVIEW

I.1 INTRODUCTION

This is the 2014 Mississippi Weatherization Assistance Program (WAP) State Plan. The effective dates for the 2014 WAP are July 1, 2014 through June 30, 2015. The Mississippi Department of Human Services, Division of Community Services is the State administrative authority for the Weatherization Assistance Program. A network of Seven (7) community action agencies delivers energy efficiency solutions for every county. Since the inception, WAP has reduced energy costs for thousands of Mississippi's households. The primary purpose of this program is energy efficiency.

II. APPLICATION FOR FEDERAL ASSISTANCE - STANDARD FORM 424

III. BUDGET

III.1 SF 424A Budget Preparation

III.2 Budget Categories - Section B

III.3 Budget Justification

III.4 Carryover Explanation

U.S. Department of Energy
Federal Assistance Budget Information
OMB Burden Disclosure Statement

OMB Control No.
1910-0400

Public reporting burden for this collection of information is estimated to average 1.87 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

1. Program/Project Identification No. EE0006163	2. Program/Project Title Weatherization Assistance for Low-Income Persons
3. Name and Address State of Mississippi Division of Community Services Post Office Box 352 750 North State Street Jackson, Mississippi 39202	4. Program/Project Start Date: July 1, 2014
	5. Completion Date: June 30, 2015

SECTION A – BUDGET SUMMARY

Grant Program Function Or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
2014 WAP	81.042	<u>\$249,986</u>		<u>1,282,072</u>		<u>1,532,058</u>
Carryover						
6. TOTALS		<u>\$249,986</u>		<u>1,282,072</u>		<u>1,532,058</u>

SECTION B – BUDGET CATEGORIES

OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Grantee Administration	(2) Subgrantee Administration	(3) Grantee T &TA	(4) Subgrantee T &TA	
a. Personnel	<u>\$48,147.50</u>		<u>51,713.43</u>		<u>99,890.93</u>
b. Fringe Benefits	<u>11,266.52</u>		<u>12,100.94</u>		<u>23,367.46</u>
c. Travel	<u>7,584</u>		<u>77,230</u>		<u>84,814</u>
d. Equipment	<u>2,068.04</u>		<u>10,900</u>		<u>12,968.04</u>
e. Supplies	<u>3,684</u>		<u>5,463</u>		<u>9,147</u>
f. Contractual	<u>2,409.56</u>	<u>76,603</u>	<u>93,546.24</u>		<u>1,295,638.80</u>
g. Construction					
h. Others					
i. Total Direct Charges	<u>75,159.62</u>	<u>76,603</u>	<u>250,953.61</u>		<u>1,525,796.23</u>
j. Indirect Charges	<u>1,443.06</u>		<u>4,818.31</u>		<u>6,261.37</u>
k. Totals	<u>76,602.68</u>	<u>76,603</u>	<u>255,771.92</u>		<u>1,532,057.60</u>
7. Program Income	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

III.2

DOE F 4600.4

(04-94)

Replaces EIA-459C

All Other Editions Are Obsolete

**U.S. Department of Energy
Federal Assistance Budget Information
OMB Burden Disclosure Statement**

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3. Name and Address State of Mississippi Division of Community Services Post Office Box 352 750 North State Street Jackson, Mississippi 39202	4. Program/Project Start Date: July 1, 2014
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SECTION A – BUDGET SUMMARY

Grant Program Function Or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
2014 WAP	81.042	<u>\$249,986</u>		<u>\$1,282,072</u>		<u>\$1,532,058</u>
Carryover						
6. TOTALS		<u>\$249,986</u>	<u>\$0.00</u>	<u>\$1,282,072</u>		<u>\$1,532,058</u>

SECTION B – BUDGET CATEGORIES

OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) Programs Operations	(2) Health and Safety	(3) Vehicles and Equipment	(4) Liability Insurance	
a. Personnel					
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual	<u>932,912</u>	<u>164,631</u>		<u>13,893</u>	
g. Construction					
h. Others					
i. Total Direct Charges	<u>932,912</u>	<u>164,631</u>		<u>13,893</u>	
j. Indirect Charges					
k. Totals	<u>932,912</u>	<u>194,631</u>		<u>13,893</u>	
7. Program Income					

Information Resources Management Policy, Plans and Oversight, Records Management Division, HR-422 - GTN, Paperwork Reduction Project (1910-0400), U.S. Department of Energy, 1000 Independence Avenue, S.W., Washington, DC 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-0400), Washington, DC 20503.

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1. Program/Project Identification No.EE0006163		2. Program/Project Title Weatherization Assistance for Low-Income Persons				
3. Name and Address State of Mississippi Division of Community Services Post Office Box 352 750 North State Street Jackson, Mississippi 39202		4. Program/Project Start Date: July 1, 2014				
		5. Completion Date: June 30, 2015				
SECTION A – BUDGET SUMMARY						
Grant Program Function Or Activity (a)	Federal Catalog No. (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non- Federal (d)	Federal (e)	Non- Federal (f)	Total (g)
2014 WAP	81.042	\$249,986		\$1,282,072		\$1,532,058
Carryover						
6. TOTALS		<u>\$249,986</u>		<u>\$1,282,072</u>		<u>\$1,532,058</u>
SECTION B – BUDGET CATEGORIES						
OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL	
	(1) Leveraging	(2) Financial Audit	(3)	(4)		
a. Personnel						
b. Fringe Benefits						
c. Travel						
d. Equipment						
e. Supplies						
f. Contractual		\$11,644				
g. Construction						
h. Others						
i. Total Direct Charges		\$11,644				
j. Indirect Charges						
k. Totals		\$11,644				
7. Program Income						

III.3**BUDGET EXPLANATION PAGE
2014 DOE-WEATHERIZATION ASSISTANCE PROGRAM - \$ 1,532,058****GRANTEE ADMINISTRATION- \$76,602.68****A. PERSONNEL - \$48,147.50**

The title, duties, annual salary range, amount of compensation to be paid and the approximate percentage of time that each staff person will devote to the DOE Weatherization Program are listed below:

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Office Director	\$65,000	<u>10%</u>	<u>\$6,500</u>

Duties: Approving contracts with all subgrantees

Approving all correspondence to subgrantees and the Federal funding source.

Ensuring that the state application is submitted to the Federal grant/or agency timely and in compliance with the applicable Federal regulations.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Special Projects Officer IV	\$38,978	50%	\$19,489

Duties: Soliciting, reviewing, and negotiating contracts with subgrantees.

Processing subgrantees' close-out packages.

Ensuring that subgrants and subgrantees comply with program regulations.

Reviewing statistical data.

Responding to correspondence as required.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Branch Director II	\$44,317	50%	\$22,158.50

Duties:

- Assisting in preparing the state application
- Coordinate activities between the state and DOE.
- Soliciting, reviewing and negotiating contracts with subgrantees
- Providing technical assistance training to subgrantees.
- Ensure that subgrantees comply with program regulations

B. FRINGE BENEFITS - \$ 11,266.52

Fringe benefits charged to the grant will be the employer's share of Social Security, unemployment insurance, workers' compensation, retirement, and health insurance. Fringe benefits will total approximately 23.4 percent of staff salaries.

$\$48,147.50 \times 23.4\% = \$11,266.52$

C. TRAVEL - \$ 7,584

To carry out the objectives of the Weatherization program, local travel and out-of-state travel will be required. All travel incurred will be consistent with the State's reimbursement policy and the estimated expenses are based on past trips of a similar nature and airline ticket rates.

1. In-State - \$ 3,367

It is estimated that at least one trip for technical monitoring of units will be made to each of the seven (7) subgrantee by the weatherization and fiscal staff. Each trip should last 1-2 days. These trips are in privately owned automobiles from Jackson, Mississippi to subgrantees which include mileage, Lodging, meals, and incidental expenses.

2. Out-of-Stats- \$ 4,217.00

It is anticipated that the Department of Energy (DOE) will conduct a meeting during this year program. A round trip from Jackson, Mississippi to destination chosen by DOE, including airfare, overnight lodging, meals, local transportation, and incidental expenses.

D. EQUIPMENT - \$2,068.04 (Desk Top Computer)

All equipment will be used in the administration of programs. According to state or MDHS policy, certain items are considered equipment regardless of the cost. These items have to be classified as equipment in our accounting system. We will follow the proper procurement procedures as required by the State of Mississippi in the purchase of equipment, materials and supplies.

E. SUPPLIES AND MATERIALS - \$3,684

General office supplies and materials to carry out the program based on historical cost for items of paper, pens, calculator tape and ribbons, and other necessary items for day-to-day operational needs. Material and supplies include: paper, printing, pens, mockups, and any consumable materials for classroom or hands on training for the WX program.

F. CONTRACTUAL SERVICES - \$989,604.56

1. Other Than Subgrantee Awards - \$2,409.56

General operating expenses to carry out the program will be required. These expenses will include telephone, postage, office rent, and equipment rent and repair. According to MDHS policy, rent phone, postage, etc. are considered contractual items. Therefore, we must include them under this category to account for them in our accounting system. These items can be listed under administration or grantee T&TA depending if it is for admin or program staff.

2. Subgrant Awards- \$1,199,683

These subgrantee funds will be subcontracted to seven (7) Community Action Agencies and/or Human Resource Agencies (reference State Application and State Plan Data Sheet).

Subgrantee Administration	\$ 76,603
Program Operations	\$ 932,912
Health and Safety	\$ 164,631
Financial Audits	\$ 11,644
Liability Insurance	\$ 13,893

G. INDIRECT COST - Replaced with a cost allocation plan (previously submitted).

MDHS has a cost allocation plan approved through DHHS; whereas, each division within the department is charged for administrative services. DOE's administrative costs are allocated through the cost allocation process at a rate of 1.92%. The estimated amount for Program Year 2014 is **\$1,443.06**.

BUDGET EXPLANATION

GRANTEE TRAINING AND TECHNICAL ASSISTANCE - \$255,772.32

A. PERSONNEL - \$51,713.42

The title, annual salary range, amount of compensation to be paid and the approximate percentage of time that each staff person will devote to the DOE Weatherization Training and Technical Assistance Program are listed below:

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Special Projects Officer IV	\$38,978	50%	\$19,489

Duties:

- Reviewing monthly status reports.
- Soliciting, reviewing, and negotiating contracts with subgrantees.
- Ensuring that subgrants and subgrantees comply with program regulations.
- Reviewing statistical data.
- Responding to correspondence as required.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
Branch Director II	\$44,317	50%	\$22,158.50

Duties:

- Assisting in preparing the state application
- Coordinate activities between the state and DOE.
- Soliciting, reviewing and negotiating contracts with subgrantees
- Providing technical assistance training to subgrantees.
- Ensure that subgrantees comply with program regulations

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
<u>Office Director</u>	<u>\$65,000</u>	<u>5%</u>	<u>\$3,250.00</u>

Duties: Approving contracts with all subgrantees

Approving all correspondence to subgrantees and the Federal funding source.

Ensuring that the state application is submitted to the Federal grant/or agency timely and in compliance with the applicable Federal regulations.

Title of Position	Annual Salary Range	% of Time	To Be Paid From Budget
<u>Special Projects Officer III</u>	<u>\$30,293</u>	<u>22.5%</u>	<u>\$6,815.92</u>

Duties: Reviewing monthly status reports.

Perform Quality Control Inspections.

Perform T&TA to subgrantees

Reviewing statistical data.

Responding to correspondence as required.

B. FRINGE BENEFITS - \$12,100.94

Fringe benefits charged to the grant will be the employer's share of Social Security, unemployment insurance, workers' compensation, retirement, and health insurance. Fringe benefits will total approximately 23.4 percent of staff salaries.

C. TRAVEL - \$77,230

All travel incurred will be consistent with the State's reimbursement policy and the estimated expenses are based on past trips of a similar nature and airline ticket rates.

The following breakdown is based on past expenditures incurred in operating the program.

1. In-State - \$26,488

It is estimated that at least two training or technical assistance and monitoring trips will be made to each subgrantee by the weatherization staff. It is estimated that at least one T&TA trip will be made by subgrantee staff to designated training sites.

2. Out-of-State - **\$50,742**

It is anticipated that at least (2) persons will be chosen from subgrantees agencies to attend meetings scheduled by the Department of Energy (DOE) during Program Year 2014. Based on prior expenses.
It is estimated that two (2) WX Staff will attend meeting scheduled by DOE.
Based on prior expense:

D. EQUIPMENT - \$10,900

DCS is requesting funding for equipment at this time in the amount of \$10,900 to be used toward the purchase of equipment to be used in the field for Weatherization Grantee staff. All equipment will be used for training of weatherization subgrantees, in office and field training. Estimates are based on prior expenditures:

2 Laptop computers @ \$2,000 = \$4,000
4 Combustion Analyzers @ \$1,500 = \$6,000
4 Gas Leak Detectors @ \$225 = \$ 900

E. TRAINING SUPPLIES AND MATERIALS - \$5,463

Training supplies and printing for the weatherization staff will be necessary in order to develop training materials for subgrantees. Materials and supplies include: paper, printing, pens, mockups, and any consumable materials for classroom or hands training for the WX program.

F. CONTRACTUAL SERVICES- \$93,546.24

Telephone and postage expenses are necessary to provide continuous monitoring, training, and technical assistance to subgrantees; also, other general operating expenses will be required. (\$3,546.24)

MDHS generally contracts with hotels, consultants or other training facilities to provide training rooms and other services for our seminars. It is estimated that \$25,000 will be needed to cover consultants, \$40,000 for Hotels, training rooms and staff rooms and \$12,000 for food for training.

Both programmatic and fiscal monitoring will be conducted by the Office of Monitoring, a division within the Mississippi Department of Human Services. The Division of

Community Services will be paying the Office of Monitoring an estimated amount of \$13,000 for performing the required monitoring services.

- G. INDIRECT COST** -Mississippi Department of Human Services has a U.S. Department of Health and Human Services approved cost allocation plan; whereas, each division within this department is charged for administrative services that are provided. DOE's administrative costs are allocated through the cost allocation process at a rate of 1.92% (plan previously submitted). The estimated amount for the weatherization **T&TA activity is \$4,818.31.**

IV. ANNUAL FILE

IV.1 Subgrantees

Name:	Gulf Coast CAA	Contact: Dr. Barbara Coatney, Executive Director
Address:	P.O. Box 519	Phone: (228)896-1409
	500 24th Street	Fax: (228)897-9075
	Gulfport, MS 39502	Email: bcoatney@gccaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	<u>\$144,334</u>	George	Jackson	4
Planned units:	<u>16</u>	Greene	Pearl River Valley	
Type of organization:	CAA	Hancock	Perry	
Labor source:	Subcontractors	Harrison	Stone	

Name:	Lift, Inc.	Contact: Dorothy Leasy, Executive Director
Address:	P.O. Box 2399	Phone: (662)842-9511
	2577 McCullough Blvd.	Fax: (662)842-5575
	Tupelo, MS 38803	Email: dleasey@liftcaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	<u>\$104,548</u>	Calhoun	Monroe	1
Planned units:	<u>12</u>	Chickasaw	Pontotoc	
Type of organization:	CAA	Itawamba	Union	
Labor source:	Subcontractors	Lafayette	Lee	

Name:	Multi-County CSA	Contact: Callie Cole, Executive Director
Address:	P.O. Box 905	Phone: (601)483-4838
	2900 St. Paul Street	Fax: (601)482-9861
	Meridian, MS 39302	Email: ccole@multi-county.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	<u>\$109,804.00</u>	Clarke	Neshoba	2
Planned units:	<u>12</u>	Jasper	Newton	3
Type of organization:	CAA	Kemper	Scott	4
Labor source:	Subcontractors	Lauderdale	Smith	
		Leake	Wayne	

Name: Northeast CS
Address: P.O. Box 930
801 Hatchie Street
Booneville, MS 38829

Contact: Steve Gaines, Executive Director
Phone: (662)728-2118
Fax: (662)728-8720
Email: sgaines@ms.metrocast.net

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$97,651	Alcorn	Benton	1
Planned units:	11	Marshall	Tippah	
Type of organization:	CAA	Prentiss	Desoto	
Labor source:	Subcontractors	Tishomingo	Tate	

Name: Prairie Opportunity, Inc.
Address: 501 Hwy. 12 West
Suite 110
Starkville, MS 39759

Contact: Laura Marshall, Executive Director
Phone: (662)323-3397
Fax: (662)323-8754
Email: prairieopportunity@yahoo.com

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	\$168,266	Choctaw	Webster	1
Planned units:	19	Clay	Winston	2
Type of organization:	CAA	Attala	Carroll	3
Labor source:	Subcontractors	Lowndes	Grenada	
		Noxubee	Holmes	
		Oktibbeha	Leflore	
		Yalobusha	Montgomery	

Name: South Central CAA
Address: 110 fourth Street
P.O. Box 129

Contact: Sheletta Buckley, Interim Director
Phone: (601)847-5552
Fax: (601)847-5589

D'Io, MS 39602

Email: sbuckley@yoursccaa.com

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	<u>\$387,688</u>	Copiah	Walthall	2
Planned units:	<u>43</u>	Lincoln	Pike	3
Type of organization:	CAA	Hinds	Amite	4
Labor source:	Subcontractors	Madison	Wilkinson	
		Rankin	Adams	
		Simpson	Franklin	
		Jefferson	Claiborne	
		Jefferson Davis	Covington	
		Marion	Lamar	
		Forrest	Jones	
		Lawrence		

Name: WWISCAA, Inc.
Address: P.O. Box 1813
 1165 S. Raceway Road
 Greenville, MS 38702

Contact: Jannis Williams, Executive Director
Phone: (662)378-8863
Fax: (662)224-8142
Email: bjsaulter@wwiscaa.org

Allocation		Counties Served:		Congressional Districts
Tentative allocation:	<u>\$187,392</u>	Issaquena	Humphreys	2
Planned units:	<u>21</u>	Sharkey	Sunflower	
Type of organization:	CAA	Warren	Bolivar	
Labor source:	Subcontractors	Washington	Coahoma	
		Yazoo	Quitman	
		Panola	Tallahatchie	
		Tunica		

IV.2 PRODUCTION SCHEDULE

	Annual Total
Weatherized Units (total)	<u>134</u>
Reweatherized Units	0

Vehicles and Equipment \$5,000 or more Average cost per Dwelling Unit (DOE Rules)

A.	Total of vehicles and Equipment Budget	0
B.	Total units to be Weatherized from Production Schedule above.....	134
C.	Units to be Reweatherized, from Production Schedule above.....	0
D.	Total Units to be Weatherized, plus Planned Reweatherized Units From Production Schedule above (B and C).....	134
E.	Average Vehicles and Equipment Cost per Dwelling Unit (A divided by D).....	0

Average Cost per Dwelling Unit (DOE Rules)

F.	Total of Funds for Program Operations.....	932,912
G.	Total Units to be weatherized, plus Planned Reweatherized units from Production Schedule above (total from D above).....	134
H.	Average Cost per Dwelling Unit, less Vehicles and Equipment (F Divided by G).....	6,962.03
I.	Average Cost per Dwelling Unit for Vehicles and Equipment (total From E).....	0
J.	Total Average Cost per Dwelling Unit (H plus I).....	6,962.03

IV.3 ENERGY SAVINGS

METHOD USED TO CALCULATE ENERGY SAVINGS: WAP ALGORITHM: ☒ OTHER ☐
(Describe below)

Estimated energy savings (Mbtus): 4087Mbtus (134Number of homes x 30.5)

Other Energy Savings Method Description

N/A

IV.4 DOE-FUNDED LEVERAGING ACTIVITIES

The State of Mississippi will not be using a percentage of the grant to undertake leveraging activities.

Leveraging activities will be an integral component of the Mississippi Weatherization Program. Local funds and in-kind contributions will be solicited from individuals and philanthropic organizations in efforts to supplement DOE funds. The benefits of engaging in leveraging

activities are:

1. To secure additional resources,
2. To maintain current the service level for the target population, and/or
3. To serve more Weatherization clients.

Local Weatherization subgrantees are required to engage in leveraging activities as it is becoming increasingly difficult to defend programs for re-authorization and appropriation before the Congress. Secondly, the demand for Weatherization assistance has continued to increase at a geometrical progression as the elderly population increases. Therefore, Subgrantees are encouraged to solicit additional weatherization resources such as cash donations and in-kind contributions. The in-kind contributions include, but are not limited to:

volunteers, vented space heaters, insulation materials, siding materials, bricks, plywood, storm doors and windows, paint, nails, ceiling tile, doors and thresholds, smart thermostats, water treated wood, carpet, glue and foam spray insulation, electric bulbs, cement, glass windows, wasp spray and discounts.

Weatherization subgrantees are required to submit leveraging reports which include the name of the item, cash amount received, the estimate of fair market value for donated materials, name of labor contributors and the estimated number of households that benefited as a result of the leveraging activity. The reports are used to provide a comprehensive report to DOE. Also, the state is encouraging partnerships with Entergy of Mississippi, Mississippi Power Company and Atmos Gas to provide additional weatherization measures to the clients.

IV.5 ENERGY ADVISORY COUNCIL

Prior to the expenditure of any grant funds, the State Policy Advisory Council shall be established by a State or by the Operations Office Manager as specified in 440.17 a (1), (2), & (3).

The State Policy Advisory Council has been established in accordance with 440.17 a. The members of this council have been chosen because of special qualifications with respect to solving problems of low-income persons, including the weatherization and energy conservation problems of these persons. The members of this council represent a broad cross-section of organizations and agencies that deal with problems of the poor, particularly the elderly and disabled persons and low-income Native Americans. The State Policy Council last meeting was convened on Wednesday, June 5, 2013.

Energy Advisory Committee Members:

Ms. Gloria Johnson	Mr. Willie Fletcher
Mr. Robert Lesley	Mr. Tamladge Finch
Mr. Gwenevere Pugh	Mr. Freddie McCoy
Ms. Peggy King	Mr. James Hampton

IV.6 State Plan Hearing and Transcript

Hearing Dates: June 5, 2014	Newspapers that publicized the hearings and the dates that the notice ran.
	The Clarion-Ledger (state newspaper) May22, 2014
<p>LEGAL NOTICE</p> <p>THE MISSISSIPPI DEPARTMENT OF HUMAN SERVICES DIVISION OF COMMUNITY SERVICES</p> <p>The Mississippi Department of Human Services-Division of Community Services will conduct a public hearing on the Low-Income Weatherization Assistance Program under Title IV of the Energy Conservation Act, as amended. The hearing for program year 2014 is scheduled for Thursday, June 5, 2014, at 10:00 a.m. in Training Room A of the Mississippi Department of Human Services, 750 North State Street, Jackson, Mississippi.</p> <p>The purpose of the hearing is to discuss and receive public input on the program year 2014 state plan for the Low-Income Weatherization Assistance Program. In addition, a discussion will be held on the program's service delivery system as well as the new program requirements and changes. The Weatherization Assistance Program is administered by the Mississippi Department of Human Services- Division of Community Services and funded by the U. S. Department of Energy. The mission of the program is to reduce heating and cooling costs for low-income families, particularly the elderly, disabled and families with children by improving the energy efficiency of homes, ensure the health and safety of these individuals and provide a service delivery system which encompasses all 82 counties within the state.</p> <p>Copies of the plan are available to the public and may be obtained from the Division of Community Services by calling (601)359-4768 or 1-800-421-0762.</p> <p>Written comments will be accepted through June 12, 2014. The public is invited to attend.</p>	

The State of Mississippi has prepared the FY 2014 Weatherization Assistance Program State Plan in accordance with Section 440.14 of 10 CFR Part 440. A public hearing will be advertised in one (1) newspaper (Clarion Ledger), throughout the State and the hearing will be held on June 5, 2014. The state application and Weatherization Program Production Schedule reflects the proposed weatherization activities, proposed subgrantees, and the allocations for each subgrantee, and the planned number of homes to be weatherized. Copies of the proposed State Plan will be made available to the general public.

IV.7 Miscellaneous:

List below is the contact information on the Business Officer and Principal Investigator:

Recipient Business Officer

Mr. Richard A. Berry
Executive Director

Mississippi Dept. of Human Services
P.O. Box 352
750 North State St.
Jackson, Mississippi 39205
(601) 359-4500

Recipient Principal Investigator

Tina M. Ruffin, Director
Division of Community Services
Mississippi Dept. of Human Services
P.O. Box 352
750 North State St.
Jackson, Mississippi 39205
(601) 359-4768

Public Hearing
Weatherization (Minutes)

2014 WEATHERIZATION PUBLIC COUNCIL MEETING MINUTES

The Division of Community Services conducted the public council meeting on June 5, 2014 in MDHS Training Room A, 750 North State Street, Jackson, MS 39202. The following subjects were discussed:

- Funding
- Client Eligibility at 200% of the Federal Poverty Level
- Supporting Documentation
- Approach to Determining Building Eligibility
- Multi Family Dwelling
- Tentative Selection of Agencies and Areas to be Served
- Priorities and changes to (Form WX-7)
- High Energy Users
- High Energy Burdens
- Technical Guide and Materials
- Energy Audit Procedures
- Final Inspections
- Post after HVAC
- Client Health and Safety WPN 13-1 (V7)
- ASHRAE 62.2-2013

2014 WEATHERIZATION PUBLIC HEARING MINUTES

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- Technical Guide and Materials
- Energy Audit Procedures
- Final Inspections
- Post after HVAC
- Client Health and Safety WPN 13-1 (V7)
- ASHRAE 62.2-2013
- Tina Ruffin the Division Director for the Division of Community Services discussed the following subjects:
 11. Cooperating with sister agencies to deliver HVAC services
 12. Implementing MAGIC for the State and the Subgrantees
 13. MAGIC E Classes for the Subgrantees
 14. DOE Carryover Funds and how to award the funds to the subgrantees
 15. Carryover Funds will go to top two agencies if mistakes occur with the primary agencies
 16. Carryover will be put into 2014, June 2014 to June 2015
 17. DOE require that agencies be in good standing to receive WX funds, though the funds will go to another agency
 18. Agencies must clear up all work and fund discrepancies to be awarded funds
 19. New names will be submitted to Mr. Simpson for the Public Council Board
 20. The Public Hearing ended at about 10:45 AM.

V. MASTER FILE

V.1 Eligible Population

The population eligible to receive assistance from the Low-Income Weatherization Assistance Program is any person or household (resident of Mississippi), meeting income eligibility, based on 200% of the current federal poverty guidelines.

V.1.1 Approach to Determining Client Eligibility

Per regulation 440.22(a) and kept on file per 440.14(c)(6)(xii), the definition of "low income" for determining client eligibility for the Weatherization Assistance Program has been established at 200% of the current federal poverty guideline.

In accordance with 440.16 (a), each applicant household requesting for Weatherization assistance must complete the application process for eligibility determination. During the interaction process caseworker/case manager obtains vital information about social and economic conditions of the entire household. This process assists in identifying households' needs including those with high energy burdens.

Income eligibility is set at or below 200% of the federal poverty guidelines are in effect at the time of submission of the application. An application is taken on the applicant household by the local subgrantee agencies. All applications taken must be taken in the Virtual ROMA system. **Applicants applying for weatherization that are on the waiting list or for other reasons must have their eligibility documentation updated at least annually.** Assistance from another program may also be provided to eligible households, especially those households enrolled in and complying with the established service plan.

Priority is given to the elderly, disabled and families with children. In elderly/disabled zero income cases or crisis cases a service plan will be done to access any resources available to the client, such as social security, disability, prescription assistance, etc. Live-in attendants income can be excluded if it is determined that (1) the live-in is essential to the care and well-being of the person; and (2) would not be living in the unit except to provide the necessary supportive services. All household members' status will be documented and maintained in individual client files for future references.

The State of Mississippi and Subgrantees are reminded that the supporting documentation for applicants applying for weatherization that may be on a waiting list or for other reasons must have their eligibility documentation updated as least annually.

Income eligibility is set at or below 200% of the federal poverty guidelines are in effect at the time of submission of the application.

Each applicant household requesting Weatherization Assistance must complete application process for eligibility determination. The application process involves a case management approach. This approach is an interaction between the client and a caseworker/manager. During the interaction process caseworker/case manager obtains vital information about social and economic conditions of the entire household. This process assists in identifying households' needs including those with high energy burdens. It also helps to identify those households that are at risk or in crisis so that a service plan can be developed to assist these households to become stable and self-reliant.

Immigration Status

If the Head of Household is an illegal alien, the application should be denied for the entire household.

If an individual within a household is an illegal alien, does not disclose citizenship or establish satisfactory immigration status, ineligibility exists only for the individual member and not the entire household. The remaining household members should have eligibility determined. During the application process, any individuals within the household who do not wish to comply with citizenship and alien status requirements are considered "Non-Applicants" and should not be questioned about citizenship/alien status. However, these individuals must disclose and verify income and other information needed to establish the eligibility of the household. Eligibility cannot be determined when a Non-Applicant fails to disclose income, therefore, the application should be denied for the entire household. If adequate documentation of immigration status is subsequently provided for the Non-Applicant, the worker shall act upon the reported change in accordance with appropriate timeliness standards.

Most aliens who have entered the United States legally have in their possession documents that were issued by the United States Citizenship and Immigration Services (USCIS) which contains the person's immigration status and the date that person entered the country, or adjusted to the status shown on the card. It is the responsibility of the applicant to provide the USCIS documents prior to eligibility determination. If the applicant does not provide documents establishing alien status on a timely basis or if alien status is questionable, the eligibility of the remaining household members shall be determined.

The most common documents used to verify alien status include, but are not limited to:

- Form 1-551- Resident Alien Card and Conditional Resident Alien Card
- Form 1-151- Alien Registration Receipt Card
 - Form 1-94- Arrival-Departure Record (Annotated with Section 207 or refugee, asylum, or paroled)
 - Form 1-688- Temporary Resident Card
 - Unexpired foreign passport when it contains an endorsement "Processed for 1-551. Temporary Evidence of Lawful Admission for Permanent Residence"

When a household or person indicates inability or unwillingness to provide documentation of alien status for any household member, that (non-applicant) member should be classified as "Ineligible", not illegal. Workers are cautioned that a determination that a person is Ineligible is not equivalent to a determination that a person is an illegal alien.

A person will be reported to the appropriate USCIS office under the following circumstances:

1. The applicant, another household member or the authorized representative admits that illegal aliens are present in the household;
2. USCIS documents presented by the household during the application process are determined to be forged
3. A formal order of deportation or removal is presented by the household during the application process.

V.1.2 Approach to Determining Building Eligibility

Before the weatherization of any dwelling is allowable, proof of ownership must be established regardless of who is living in the dwelling (required for both owner occupied, and rental units). Lifetime estates are to be treated as owner occupied dwellings. The following documents are acceptable as proof of ownership and eligibility:

VALID PHOTO ID(S)

1. Photo Driver's license, US Passport
2. State-issued photo ID
3. Employment ID
4. School, college or university ID
5. US Military ID
6. Tribal ID, Alien registration/Permanent residence card, temporary residence card

SOCIAL SECURITY CARD(S)

1. Certified Copies
2. Card for all household members regardless of age

BIRTH CERTIFICATE(S)

1. Certified Copies
2. Birth Certificates for all household members regardless of age

INCOME(S)

1. Award Letter(s) (Social Security, SSI, Disability, etc.)
2. W2 Form, Paycheck stubs, 1099, IRS Tax Forms with appropriate schedules
3. Unemployment Determination Letter
4. Child Support, TANF Printout
5. Other documents deemed eligible to verify income

RESIDENCE VERIFICATION

1. Copy of Utility Bill
2. Lease Agreement
3. Mortgage Documents (Deed), etc.

****Other documents may be necessary as required by Agency****

(See attachments for a copy of the paper application that is completed by case worker)

Re-weatherization: Any dwelling weatherized after September 30, 1994, or any subsequent date as established in 10 CFR 440 subpart §440.18 as amended, is not eligible for weatherization.

All homes previously weatherized are tracked via excel data base. All Weatherization subgrantee are required to maintain an excel data base of homes weatherized and submit this data to the state office monthly. Clients that apply for weatherization are crossed reference by subgrantee with the excel data base. This is checked monthly by state weatherization staff for compliance.

The State of Mississippi will address the following structures;

- Single-Family
- Manufactured housing
- Multi-family housing

All structures must be stationary and have a specific mailing (street) address. Campers and non-stationary trailers are not eligible.

Multi-Family Dwellings: In order to meet the purpose of WAP, The State of Mississippi will afford the opportunity of weatherization services to low-income persons that live in all types of housing (i.e. single family, manufactured housing units, and multi-family buildings). It should be noted that in qualifying a multi-family building for weatherization, The State of Mississippi and subgrantees are reminded that 10 CFR 440.22(b) requires that a building containing rental dwelling units is eligible for WAP funds where “not less than 66 percent (50 percent for duplexes and four-unit buildings, and certain eligible types of large multifamily buildings) of the dwelling units in the building: (i) Are eligible dwelling units, or (ii) Will become eligible dwelling units within 180 days under a Federal, State, or local Weatherization Program Notice 11-4 government program for rehabilitating the building or making similar improvements to the building . . .” Weatherizing only a single unit within a multi-unit building would not meet this program requirement.

Rental Procedures

The benefits of the Weatherization Assistance Program to occupants of rental units have been enhanced by the recent revisions to the rental agreement which follows and addresses the requirements of 440.22. The restriction regarding the time when an owner can increase the cost of the unit has been extended to two (2) years and the specificity with regard to what constitutes an allowable increase in the rent during the two (2) year period has been greatly enhanced.

Before the weatherization of any dwelling is allowable, proof of ownership must be established regardless of who is living in the dwelling (required for both owner occupied and rental units). Lifetime estates are to be treated as owner occupied dwellings.

The following documents are acceptable as proof of ownership:

- 1) Copy of Deed;
- 2) Copy of Mortgage or Mortgage Payment Book;
- 3) Property Tax Receipts (must show address of property to be weatherized);
or
- 4) Statement from the Office of the Tax Assessor, Chancery Clerk, or Record of Deeds.

If a dwelling is to be weatherized for a client who is not the owner of the dwelling, an agreement must be entered into between the landlord and the subgrantee agency, which outlines the owner's responsibilities. The agreement must be signed before work can begin on the weatherization project. Landlord responsibilities may be addressed by but not limited to donated materials, monetary assistance or a combination of the two. A condition of the agreement includes not to raise the tenant's rent for two (2) years (some exceptions apply) beginning on the date of the weatherization projection completion (that is the approved post inspection date). Additionally, the owner cannot evict the tenant without cause during that period. Should the owner choose to violate the agreement; he or she may be billed for the pro-rated share of cost of the weatherization project.

The allowable exceptions to the prohibition of the two (2) year rent increase include increases due to higher property taxes, insurance premiums, necessary replacement (or extensive repairs) to appliances, plumbing, or wiring. These allowable costs must be spread over the period of one (1) year.

The owner agrees that the dwelling is not presently being offered for sale and agrees to give the subgrantee agency thirty (30) days' notice of the sale should the property be offered for sale prior to the expiration of the rental agreement. At least ten (10) days prior to the sale, the owner agrees to obtain a notarized statement of the purchaser's consent to assume the rental agreement obligation. If this consent is not obtained, the owner agrees to pay the full cost of the weatherization project based on the pro-rated number of months remaining in the rental agreement. Should the property be transferred via a will or heir ship, the same obligations would be placed on the new owners.

Additionally, the owner agrees that the terms and obligations of the rental agreement shall supersede any inconsistent provision of any oral or written lease or other agreement affecting the rent collected for the eligible dwelling unit.

Deferral Standards

The decision to walk-away from a dwelling without providing weatherization services is difficult but necessary in some cases. Many problems encountered in low-income housing are beyond the scope of the Weatherization Assistance Program. Deferrals does not mean that assistance will never be available, but that any work must be postponed until the problems can be resolved and alternative sources of help be found as necessary. Subgrantees Coordinator(s) must follow the deferral guidelines included in the Health and Safety Plan. Subgrantees must complete and have on file, the Walk Away/Deferral form when determining deferrals. (*See Attachments*)

V.1.3 Definition of Children

Children are household members that are under the age of nineteen (19) years old who have not been emancipated from minor status through marriage or assumed the responsibility of an adult as provided by law, and is a member of the household at the time of application.

This procedure is consistent with the eligibility requirements for the Low-Income Home Energy Assistance Program and is applied on a statewide basis.

All household members' status will be documented and maintained in Virtual Roma and individual client files for future references.

V.1.4 Approach with Tribal Organizations

The low-income members of the Mississippi Band of Choctaw Indians shall be entitled to apply and receive weatherization assistance, as provided to other low-income persons in the State, through the normal channels of the State Weatherization Assistance Program in accordance with 440.16(f)

V.2 Selection of Areas to be Served

In accordance with 10 CFR 440.14 (6) (9) (ii) and 10 CFR 440.15 (a) (1) (2), preference is given to Community Action Agencies and other public or private nonprofit entities. The State of Mississippi will enter in agreement with seven (7) subgrantees state-wide for PY2014, which allows all 82 counties to be served in a timely and effective manner.

Every weatherization subgrantee will be a community action agency or other public or private nonprofit entity with a track record of implementing similar low-income programs and will be in accordance with 440.14 (a). The subgrantee's experience and performance in weatherization or housing rehabilitation activities and experience in

providing assistance to low-income persons in the service area in accordance with 440.15 (a) (2) (I) (ii) (iii) and ability to implement a timely and effective weatherization program, through timely submission of Monthly Progress Reports, as well as planned versus actual homes weatherized are also factors which will be considered. Preference is also given to entities that achieve weatherization goals, good work quality and that have sufficient staff capabilities in accordance with 440.15(a)(3)(I)(ii)(iii)(iv).

Should it become necessary to terminate, downsize or select subgrantees, it will be discussed at a hearing in accordance with 440.14 (a) and upon the basis of the criteria provided in 440.15(a).

V.3 Priorities

Priority is given to elderly, disabled, families with children, high energy users and high energy burden as describe in 10CFR 440.3. The Weatherization Assistance Program was phased into the case management system during the 1993 Program Year. This process involved the use of a single intake form for all programs administered by the Division of Community Services. After intake, clients are prioritized for weatherization assistance based on ranking.

The State of Mississippi requires that the Weatherization Assistance Selection Tool (Form WX-7) be completed on all eligible applicant prior to the selection for assistance. This form allows subgrantees to rank potentially eligible applicant, taking into consideration the following:

- One or more Elderly person(s),
- One or more Disabled person(s),
- Families with children (under age 19),
- High Energy Users (10 CFR 440.3) and
- High Energy Burden (10 CFR 440.3)

This selection process will be incorporated into the Virtual ROMA System, allowing clients that apply to be placed on the service list according to the selection tool ranking. *(See Attachment for Selection Tool)*

V.4 Climatic Conditions

Mississippi is located in the humid subtropical climate region, characterized by temperate winters; long, hot summers; and rainfall that is fairly evenly distributed through the year. However, the state is subject to periods of both drought and flood, and the climate rarely seems to bring "average" conditions. More typical would be an expectation of "feast or famine" with regard to weather events as the climate delivers energy and moisture in subtropical latitudes between a large landmass to the north and the Gulf of Mexico to the south.

Prevailing southerly winds provide moisture for high humidity and potential discomfort from May through September. Locally violent and destructive thunderstorms are a threat on an average of about 60 days each year. Eight hurricanes have struck Mississippi's coast since 1895, and tornadoes are a particular danger, especially during the spring season.

Normal mean annual temperatures range from 62F in the north to 68F along the coast. Low temperatures have dropped to 16F below zero while high temperatures exceed 90F over 100 days each year. Temperatures routinely exceed 100F at many places in the state each year and drop to zero or lower an average of once in five years in the state. Freezing temperatures reach the Gulf coast almost every winter. Normal precipitation ranges from about 50 to 65 inches across the state from north to south. Measurable snow or sleet falls on some part of the state in 95% of the years.

In essence, Mississippi has a climate characterized by absence of severe cold in winter but by the presence of extreme heat in summer. The ground rarely freezes and outdoor activities are generally planned year-round. Cold spells are usually of short duration and the growing season is long. Rainfall is plentiful, but so are dry spells and sunshine. (Mississippi State University Climatologist) (<http://geosciences.msstate.edu/scClimate.htm>)

The State of Mississippi is divided into three climatic regions. Listed below are the heating and cooling degree days for Base Year 2013 and Comparison Year 2014 for each region according to **Weather Data Depot** (<http://www.weatherdatadepot.com/>):

Tupelo (Region # 1 - North MS) (weather station zip code 38826)

	"Base Year (2013)"			Comparison Year (2014)			Comparison %		
"Month"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"	"HDD"	"CDD"	"TDD"
"January"	"589"	"6"	"595"	"914"	"0"	"914"	"55%"		"53%"
"February"	"549"	"0"	"549"	"623"	"0"	"623"	"13%"		"13%"
"March"	"515"	"1"	"516"	"460"	"0"	"460"	"-10%"		"-10%"
"April"	"161"	"52"	"213"	"145"	"42"	"187"	"-9%"	"-19%"	"-12%"
"May"	"58"	"184"	"242"	"30"	"232"	"262"	"-48%"	"26%"	"8%"
"June"	"0"	"416"	"416"						
"July"	"0"	"462"	"462"						
"August"	"0"	"473"	"473"						
"September"	"0"	"331"	"331"						
"October"	"119"	"101"	"220"						
"November"	"504"	"0"	"504"						
"December"	"670"	"9"	"679"						
"Through May"	"1872"	"243"	"2115"	"2172"	"274"	"2446"	"16%"	"13%"	"16%"

Jackson (Region # 2 - Central MS) (weather station zip code 39202)

	<u>"Base Year (2013)"</u>			<u>Comparison Year (2014)</u>			<u>Comparison %</u>		
<u>"Month"</u>	<u>"HDD"</u>	<u>"CDD"</u>	<u>"TDD"</u>	<u>"HDD"</u>	<u>"CDD"</u>	<u>"TDD"</u>	<u>"HDD"</u>	<u>"CDD"</u>	<u>"TDD"</u>
<u>"January"</u>	<u>"465"</u>	<u>"14"</u>	<u>"479"</u>	<u>"760"</u>	<u>"0"</u>	<u>"760"</u>	<u>"63%"</u>		<u>"58%"</u>
<u>"February"</u>	<u>"425"</u>	<u>"0"</u>	<u>"425"</u>	<u>"483"</u>	<u>"6"</u>	<u>"489"</u>	<u>"13%"</u>		<u>"15%"</u>
<u>"March"</u>	<u>"392"</u>	<u>"3"</u>	<u>"395"</u>	<u>"343"</u>	<u>"4"</u>	<u>"347"</u>	<u>"-12%"</u>		<u>"-12%"</u>
<u>"April"</u>	<u>"114"</u>	<u>"92"</u>	<u>"206"</u>	<u>"115"</u>	<u>"79"</u>	<u>"194"</u>	<u>"0%"</u>	<u>"-14%"</u>	<u>"-5%"</u>
<u>"May"</u>	<u>"52"</u>	<u>"213"</u>	<u>"265"</u>	<u>"20"</u>	<u>"242"</u>	<u>"262"</u>		<u>"13%"</u>	<u>"-1%"</u>
<u>"June"</u>	<u>"0"</u>	<u>"447"</u>	<u>"447"</u>						
<u>"July"</u>	<u>"0"</u>	<u>"477"</u>	<u>"477"</u>						
<u>"August"</u>	<u>"0"</u>	<u>"522"</u>	<u>"522"</u>						
<u>"September"</u>	<u>"0"</u>	<u>"423"</u>	<u>"423"</u>						
<u>"October"</u>	<u>"82"</u>	<u>"145"</u>	<u>"227"</u>						
<u>"November"</u>	<u>"380"</u>	<u>"15"</u>	<u>"395"</u>						
<u>"December"</u>	<u>"559"</u>	<u>"12"</u>	<u>"571"</u>						
<u>"Through May"</u>	<u>"1448"</u>	<u>"322"</u>	<u>"1770"</u>	<u>"1721"</u>	<u>"331"</u>	<u>"2052"</u>	<u>"19%"</u>	<u>"3%"</u>	<u>"16%"</u>

Gulfport (Region # 3 - South MS) (weather station zip code 39502)

	<u>"Base Year (2013)"</u>			<u>Comparison Year (2014)</u>			<u>Comparison %</u>		
<u>"Month"</u>	<u>"HDD"</u>	<u>"CDD"</u>	<u>"TDD"</u>	<u>"HDD"</u>	<u>"CDD"</u>	<u>"TDD"</u>	<u>"HDD"</u>	<u>"CDD"</u>	<u>"TDD"</u>
<u>"January"</u>	<u>"335"</u>	<u>"7"</u>	<u>"342"</u>	<u>"617"</u>	<u>"0"</u>	<u>"617"</u>	<u>"84%"</u>		<u>"80%"</u>
<u>"February"</u>	<u>"249"</u>	<u>"2"</u>	<u>"251"</u>	<u>"284"</u>	<u>"10"</u>	<u>"294"</u>	<u>"14%"</u>		<u>"17%"</u>
<u>"March"</u>	<u>"304"</u>	<u>"13"</u>	<u>"317"</u>	<u>"200"</u>	<u>"15"</u>	<u>"215"</u>	<u>"-34%"</u>		<u>"-32%"</u>
<u>"April"</u>	<u>"52"</u>	<u>"103"</u>	<u>"155"</u>	<u>"43"</u>	<u>"153"</u>	<u>"196"</u>	<u>"-17%"</u>	<u>"48%"</u>	<u>"26%"</u>
<u>"May"</u>	<u>"21"</u>	<u>"275"</u>	<u>"296"</u>	<u>"0"</u>	<u>"318"</u>	<u>"318"</u>		<u>"15%"</u>	<u>"7%"</u>
<u>"June"</u>	<u>"0"</u>	<u>"545"</u>	<u>"545"</u>						
<u>"July"</u>	<u>"0"</u>	<u>"511"</u>	<u>"511"</u>						
<u>"August"</u>	<u>"0"</u>	<u>"543"</u>	<u>"543"</u>						
<u>"September"</u>	<u>"0"</u>	<u>"496"</u>	<u>"496"</u>						
<u>"October"</u>	<u>"17"</u>	<u>"228"</u>	<u>"245"</u>						
<u>"November"</u>	<u>"211"</u>	<u>"35"</u>	<u>"246"</u>						
<u>"December"</u>	<u>"353"</u>	<u>"17"</u>	<u>"370"</u>						
<u>"Through May"</u>	<u>"961"</u>	<u>"400"</u>	<u>"1361"</u>	<u>"1144"</u>	<u>"496"</u>	<u>"1640"</u>	<u>"19%"</u>	<u>"24%"</u>	<u>"20%"</u>

V.5 Type of Weatherization Work to be done.

V.5.1 Technical Guide and Materials

The State of Mississippi Weatherization Assistance Program (WAP) will utilized the Single Family Priority Measures List, Mobile Home Priority Measures List and NEAT and MHEA Audits, which were approved in 2012 and the Mississippi Weatherization Field Guide, which have been updated to cross reference the SWS, to ensure that all work is being performed in accordance to the DOE approved energy audit procedures and 10CFR440 Appendix A.

V.5.2 Energy Audit Procedures

Procedures for determining the most cost-effective measures in a dwelling unit, per 10 CFR 440.14 (b) (9) (xi). The subgrantees are required to obtain price quotes from local suppliers prior to undertaking weatherization activities on a dwelling. To ensure that the most cost-effective measures are used, the subgrantees will use the Mississippi Priority List for Single-Family Homes, Mississippi Priority List for Mobile Homes, the National Energy Audit (NEAT), and Mobile Home Energy Audit (MHEA). The Mississippi Weatherization Field Guide will be used as a guide when applying weatherization measures. *(See Attachments for Priority Measures List)*

The State of Mississippi partnered with Saturn Resource Management on updating the Mississippi Field Guide to cross reference the Standard Work Specifications. (See Attachment for the Mississippi Field Guide)

Multi-Family Dwellings

The State of Mississippi falls below the 20% threshold and do not have a DOE-approved audit and procedures for multifamily buildings, therefore, the following actions will be taken:

- The State of Mississippi Weatherization Program will follow the DOE Weatherization Program Notice 10-15 when addressing requirements for determining eligibility of certain multi-family buildings as identified by the Department of Housing and Urban Development (HUD) and the Department of Agriculture (USDA).
- The State of Mississippi will submit to the Project Officer the necessary material to approve the multifamily project prior to commencing weatherizing the building (e.g. engineering assessment, audit input/output). The Project Officer will review and approve the project(s) on a case-by-case basis in the absence of a multifamily energy audit.

V.5.3 Final Inspection

The State of Mississippi has collaborated with the Pulaski Technology College Weatherization Training center to provide training. This training will be provided to assist subgrantees in acquiring the necessary certifications needed to ensure that there are a sufficient number of certified individuals available to meet the requirements of WPN14-4.

Listed below are the procedures utilized to ensure that no dwelling unit is reported to DOE as completed until all weatherization measures have been installed and the Subgrantee, or its authorized representative, has performed a final inspection(s) including any mechanical work performed and certified that the work has been completed in a workmanlike manner and in accordance with the priority determined by the audit procedures required by 10 CFR 440.21.

- The State of Mississippi will provide guidance to ensure that at least (1) person will acquire the Quality Assurance Inspector Certification.
- All home inspections, pre and post, must be accompanied with before and after pictures.
- Pictures must be made available for all Pre and Post Readings (pictures must show reading on the equipment).
- Agencies are required to conduct a mandatory pre and post-test on dwelling.
- The same Coordinator who conducts the pre-test cannot conduct the post test.
- The Pre and Post-test must include a Blower Door Test and a CAZ test where applicable.
- when the Post Inspector (Final Inspector) finds work that need to be re-done or corrected the contractor is contacted and provided documentation on areas that need to be re-addressed. Upon completion of work the Post Inspector revisit to inspect items that were re-addressed before payment is rendered.

Subgrantees must adhere to Weatherization Program Notice 11-03. Paying for additional work on homes that have already been reported to DOE is not permissible by use of DOE WAP funds. Subgrantees may use other funds that are not included as a part of their DOE WAP budget plans to pay for the costs associated with the corrections.

V.6 Weatherization Analysis of Effectiveness

An analysis shall be provided, per 10CFR 4410.14 (c) (6) (i), of the existence and effectiveness of any weatherization project being carried out by the Subgrantee(s). This analysis may include analyses that are done on an annual basis but may also include special analyses that are conducted based on current events.

The State of Mississippi WAP has established the policy of evaluating subgrantees program effectiveness. A quality rating (***Good, Fair, and Poor***), shall be established by consideration of factors including, but not limited to:

Program Administration

7. Program files and accuracy and timely completion/submission of reports.
8. Work quality and oversight.
9. Monitoring reports.
10. Proper invoicing techniques.
11. The practice of using DOE funds to return to previously completed homes to make adjustments or include additional measures not done on the initial visit and after unit was reported to DOE as completed.
12. Proper designation of allowable administrative expenses between administration and program support categories.

Performance Analysis

1. Proper documentation of determining eligibility.
2. Number of Elderly, Disabled, Children, High Energy User, and Households with High Energy Burden served.
3. Expenditures verses number of dwellings weatherized. Production quotas and expenditures.
4. Carbon Monoxide, Blower Door, Refrigerator testing. (*Per SWS*)
5. Client education.
6. Health and Safety Practices. (*Per SWS*)
7. Referrals from LIHEAP/CSBG.
8. Securing of additional funding from other agencies and programs. (*Per Deferral Policy*)
9. Proper use of Priority Measures/Weatherization measures selected. (*Per SWS*)
10. Pre-Inspection.
11. Final inspection/Re-inspections and follow-up. (*Per SWS*)
12. Lead safe weatherization work practices and mold and moisture checklist.
13. Personnel training.
14. Required signatures.
15. Program files, accuracy, and timely completion/submission of reports.
16. Work quality and oversight. (*Per Field Guide, SWS*)
17. Monitoring reports.

The State of Mississippi WAP measures productivity via weekly and monthly subgrantee reporting. The Subgrantees are required to submit the following:

Weekly Reports:

- The number of homes completed
- Type of fuel
- Demographic information

Monthly Reports:

- Final report on homes completed
- Final report on types of fuel
- Final demographics report
- Final Monthly Expenditures, and
- Energy savings report.

The above subgrantee reports will be compared monthly to ensure cost effectiveness, accountability, quality of service and energy savings. Comparisons of reporting will be utilized to determine training opportunities, such as CAZ testing, Air Sealing, ASHRAE standards (62.2.2013), Health & Safety etc.

If findings are determined as a result of flagrant and/or frequent noncompliance, this is considered to be a serious impact on the agency's ability to continue to operate the program effectively. Steps will be taken to suspend or terminate funding.

Once an agency is placed on special conditions either a conditions plan will be put in place or as stated above funding will be suspended or terminated. The decision for removal of special conditions will be based on the following:

- The nature of the findings yielding the special conditions (are the same findings recurring?)
- The agency's responsiveness to the special conditions (were the findings resolved promptly? Completely? With attention to the cause of the finding?)
- The Program Manager's assessment of the agency's potential for improving overall performance to an acceptable level.

In an effort to ensure that subgrantees continue on the path of continuous improvement the State of Mississippi have updated the field guide to correspond with the Standard Work Specifications, Partnered with Pulaski Technology College Weatherization Center to provide selected training, and put in place opportunities for subgrantees and state staff to become Quality Control Inspectors.

The State of Mississippi tracks subgrantee performance via the Mississippi Department of Human Services Division of Program Integrity/Monitoring Division and the Division of Community Services programs staff. The Monitoring Division provides fiscal monitoring and limited program monitoring, while the Division of Community Services provided the programmatic technical reviews and limited fiscal reviews. The reviews are compared to determine any deficiencies and identifying opportunities for training.

In PY2014, the State of Mississippi will seek to the implement WPN 14-4, which will ensure that subgrantees and contractors are performing work according to the SWS. Subgrantees are required to update the NEAT/MHEA Audit libraries to reflect accurate market cost, ensuring that measures are being cost accurately.

V.7 Health & Safety (See Attachment)

V.8 Program Management

The Division of Community Services, through Federal funds, administers programs under assigned grants, which provide assistance to the economically or socially disadvantaged citizens of Mississippi; and to carry out the provisions of the Community Economic Opportunity Act of 1983, which are:

To provide technical assistance to local agencies and communities in developing and carrying out such programs;

To provide the Governor with information with respect to programs and policies of all

anti-poverty resources;

To act as an advocate for the poor at the State and national level and to provide the Governor, Legislature and other public and private entities throughout the State with information on socio-economic conditions affecting low-income Mississippians;

To mobilize Federal, State and local resources to enable the Governor to effectively respond to the needs of Mississippians who are economically or socially disadvantaged;

To monitor, conduct, supervise and administer those matters pertaining to Community Services, Community Services Block Grant, Low-Income Home Energy Assistance and Low-Income Weatherization funded operations in Mississippi in coordination with pertinent State and Federal agencies as directed by the Governor, or appropriate Federal authorities, with the concurrence of the Governor.

V.8.1 Overview and Organization

Overview

A proposed production schedule reflecting the number of dwellings to be weatherized during the program year and estimated expenditures are outlined quarterly and arranged on the attached Quarterly Production Report, in accordance with 10 CFR 440.14 (b) and 440.14 (b)(9) (iv) and (v). Funds awarded by the Department of Energy (DOE) and all other sources used to implement the Weatherization Assistance Program (WAP) are identified.

In compliance with the statistical requirement of 10 CFR 440.12 and 440.14, dwellings to be weatherized that were not depicted on the attached referenced forms, are stated on the Quarterly Production Schedule herein attached. Proposed subgrantee allocations are delineated by the estimated number of eligible units by elderly, disabled, Native American, owners, and renters. The total units anticipated to be weatherized in the same categories are also depicted.

The estimated energy savings, labor sources, average cost per unit, and the maximum cost per unit are identified in the Production Schedule for each proposed subgrantee. The column on the far right reflects the number of units to be weatherized by each subgrantee from July 1, 2014 through June 30, 2015.

Organization

The Mississippi Department of Human Services, Division of Community Services has administered the Weatherization Assistance Program (WAP) since 1978. The agency began with a total of three State Office staff working with the program and 22 Subgrantees administering the program. The division also contained an in-house monitoring unit. In 1995, Congress cut the budget/funding for WAP by 47%, thereby requiring the State to downsize the number of Subgrantees administering the program, as

well as reducing the office staff to one. The State downsized from 22 Subgrantees to nine (9) in 1995, and during the 1996 and 1997 program years the State increased the Subgrantees administering the program to ten (10) Subgrantees. In 1998 and 1999, the State entered into contracts with 11 subgrantees to administer the program. The State will utilize seven (7) subgrantees for PY 2014.

The State began utilizing the Blower Door in 1993 to detect air infiltration and the Monoxor II in 1993. All Subgrantee staff has received training on the use of this equipment. In 1998, the staff received training on the new NEAT and MHEA Audit Software. In 2002, the State of Mississippi piloted the DOE Hot Climate Initiative Training, which focuses on whole-house weatherization. Based on the training, a Priority List for Single Family Homes was developed for the state. Subgrantees received training on Air Sealing, Dense Pack Wall Insulation, and Diagnostic Equipment/Combustion Analysis. Subgrantees will continue to utilize the National Energy Audit (*NEAT*), when replacing heating and cooling systems and Manufactured Home Energy Audit (*MHEA*), when performing weatherization measures on mobile homes.

Full utilization of this technology is mandatory for participation in the Mississippi Weatherization Assistance Program. The weatherization personnel from each subgrantee agency have been evaluated, and only those agencies whose weatherization personnel has participated in the Division of Community Services (DCS) Weatherization Training and Technical Assistance Workshop will implement the 2014 Weatherization Assistance Program.

Client eligibility is determined by the current income poverty guidelines that are in effect which is equal to or less than **200%**(two hundred percent) of the federal poverty guideline. The subgrantees are allowed to use LIHEAP funds for any energy-related purpose, such as vented space heaters.

V.8.2 Administrative Expenditure Limits

The impact of the 10 percent statutory and regulatory limit on administrative costs has continues to be a difficult issue for the Subgrantees in the management of their Weatherization program. As 10 CFR 440.18(d) explains, not more than 5% will be used for administrative purposes and no less than 5% will be allocated to the Subgrantees.

The grantee will ensure that funds are allocated to areas based on relative need for the project. Funds will be allocated to subgrantees based on the level of poverty as determined by the most recent census statistics in accordance with 440.15(b). Financial assistance will be used to supplement and not supplant state or local funds in accordance with 440.16 (c). The Subgrantees will be required to secure services of volunteers to the maximum extent possible in accordance with 440.16 (d). Volunteers and in-kind labor may also be utilized in some cases. Qualified supervisors on the subgrantee weatherization staff will oversee and direct such endeavors. Coordination with other programs to the maximum extent possible is in accordance with 440.16 (e). DCS is a participant in a comprehensive planning group designed to provide the greatest benefit to

the client while mutually accommodating the involved parties via referrals and leveraged activities. The potential agencies include the Mississippi Department of Economic and Community Development, Energy Division, the Mississippi Cooperative Extension Service, various local development and/or rehabilitation projects, the business community, and volunteer organizations.

V.8.3 Monitoring Activities

The State of Mississippi continues to utilize an established monitoring plan to ensure quality workmanship, financial and programmatic accountability, and adherence to federal/state regulations (WPN 12-5) as well as contractual agreements.

Programmatic and Fiscal Monitoring functions are performed by Program Integrity (PI), a division within the MDHS. PI will conduct comprehensive monitoring of each subgrantee at least once a year. The comprehensive monitoring includes reviewing at least 5 percent of each subgrantees DOE-funded completed units and reviewing:

- Financial/Administrative
- Audits
- Payroll/Personnel
- Procurement
- Vehicles, Equipment, Inventory, Materials
- Eligibility
- Program Overview (Client File Review, Work Orders, etc.)
- Reporting
- Energy Audits
- Field Work
- Health & Safety
- Final Inspections
- Training & Technical Assistance
- Invoicing
- Records Retention

Monitoring Staff are pursuing to Quality Control Inspector Certifications as required by **WPN 14.4**.

The Division of Community Services (DCS) provides programmatic technical reviews and limited fiscal reviews. DCS will conduct comprehensive technical reviews of each subgrantee at least once a year. The comprehensive technical reviews include reviewing at least 5 percent of each subgrantees DOE-funded completed units and reviewing:

- Energy Audits
- Field Work
- Health & Safety
- Final Inspections

- Provide Training & Technical Assistance
- Client File Review, Work Orders, etc.

There are two staff members that are BPI Certified and are pursuing the Quality Control Inspector Certification as required by WPN 14-4.

Programmatic Monitoring System

The programmatic monitoring system has been designed to provide a systematic method of identifying program strengths and weaknesses, a basis for assisting agencies by improving program operations and for continuing the flow of information between the subgrantee level and DCS which is necessary for problem identification and resolution.

Those agencies having weaknesses in any area will be monitored and technical assistance provided as necessary to ensure program and fiscal compliance.

Quality Control

Quality Control will consist of the following:

- Subgrantees will ensure that all work performed will be performed according to the Standard Work Specifications (SWS).
- Per WPN 14-4 subgrantees will be monitored/reviewed according to (SWS).
- Subgrantees will ensure that all contractors/crews (HVAC) will perform work according to the SWS.
- Productivity between subgrantees will be compared monthly.
- Subgrantees projected number of units to be completed on a monthly basis will be reviewed according to their response to the State's Notice of Funding Availability (NOFA).
- A review of the monthly progress report on actual homes completed versus projected completions.
- State office personnel will review reports and compare to the submitted Plan versus Performance Analysis Form.

This information is beneficial in determining training needs of subgrantees and targeting resources effectively, as well as providing an agency by agency comparison.

Procedures

- Monitoring visits will normally be scheduled and confirmed at least one week prior to the visit. However, the State does reserve the right to conduct unscheduled monitoring visits.
- An entrance conference will be conducted with the subgrantees Executive Director or a designee to explain the purpose of the visit.
- Program operations of subgrantees are reviewed randomly by the Office of Monitoring. These internal audits are conducted in accordance with the General

Accounting Office's "Standards for Audits of Governmental Organizations, Programs, Activities, and Functions" and generally accepted auditing standards established by the American Institute of Certified Public accountants. Additionally, this office seeks to target those entities with large allocations and agencies with demonstrated problems.

- A written report of the visit is prepared by PI for the Director of DCS to review before a copy is sent to the agency. All noted findings are communicated to the subgrantee in writing in a timely manner. Deficiencies in program operations which are not properly corrected according to instructions may result in suspension of funds or termination.
- DCS will maintain full documentation of the monitoring visit in the DCS subgrantee file, in addition to the PI file. In addition, DCS will conduct a desk review.
- Although each subgrantee is required to contract with an independent audit firm for audits, the selection process is reviewed and approved by MDHS/DCS per the Audit Request for Proposal. All audit reports are reviewed and reconciled by the DCS fiscal unit.

Findings

1. Any of the following criteria generally constitutes a Finding:
 - a) Violation of eligibility guidelines.
 - b) A health or safety condition that affects clients, subgrantee staff and subgrantee subcontractors, or the integrity of the building structures that was created by, exacerbated by, or not corrected by the delivery of Weatherization services. (Per SWS)
 - c) The omission of a required Priority List measure or technique with major energy savings potential.
 - d) Poor quality of work (Per SWS) that significantly affects the performance of measures or repairs.
 - e) Expenditure of Weatherization Assistance Program funds on measures that are not approved under the Weatherization Assistance Program or required for health or safety reasons.
 - f) Major expenditure of funds on measures that are not recommended on the Priority Lists or do not yield a NEAT or MHEA generated savings-to-investment ratio of one or greater.
2. An Onsite Assessments Report that contains a Finding:
 - a) Requires an immediate response from the subgrantee.
 - b) Requires corrective action be taken.
 - c) May result in disallowed costs.
 - d) May result in an increased assessment/monitoring rate.
 - e) May result in the requirement of additional training for the subgrantee personnel.

- f) May result in the recommendation for High Risk Status for the subgrantee.
- g) Continued Findings of this type may result in termination of DCS Weatherization Assistance Program Award to the subgrantee.

Trends for Concern

1. The following criterion generally constitutes a Trend for Concern:
 - a) Any other areas of noncompliance with the Mississippi Weatherization Field Guide, Standard Work Specifications, Mississippi Weatherization State Plan, or any other guidance issued by the Division of Community Services not considered a Finding.
2. An Onsite Assessments Report that contains a Trend for Concern:
 - a) Requires immediate action to eliminate any future occurrences.
 - b) May require corrective action to be taken if similar future situations relating to major energy savings measures, documentation requirements or health and safety measures are found not according to the SWS.
 - c) May be reclassified as a Finding if repeated, that is, if similar situations are found on consecutive assessment visits.
 - d) May result in the requirement of additional training for the subgrantee personnel.

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF MONITORING/DIVISION OF COMMUNITY SERVICES
TENTATIVE MONITORING SCHEDULE**

WX AGENCY	TENTATIVE REVIEW DATES	REVIEWING AGENCY
Gulf Coast CAA	(1 st Quarter) September	Division of Monitoring (fiscal) DCS (Programmatic)
South Central CAA	(1 st Quarter) September	Division of Monitoring (fiscal) DCS (Programmatic)
Multi-County CSA	(2 nd Quarter) December	Division of Monitoring (fiscal) DCS (Programmatic)
Northeast CSA	(2 nd Quarter) December	Division of Monitoring (fiscal) DCS (Programmatic)
Prairie Opportunity Inc.	(3 rd Quarter) March	Division of Monitoring (fiscal) DCS (Programmatic)
Lift Inc.	(3 rd Quarter) March	Division of Monitoring (fiscal) DCS (Programmatic)
	(4 th Quarter) April-June Follow-ups where needed	Division of Monitoring (fiscal) DCS (Programmatic)

Note: Monitoring will take place no less than annually and no less than five percent of each subgrantee completed units will be reviewed.

V.8.4 Training & Technical Assistance

Training and Technical Assistance – Approach (WPN12-1, 3.1)

The state has established a plan for providing training and technical assistance to comply with 10 CFR 440.12(b) (7) and ensure program accountability and quality workmanship. In order to comply with WPN 14-4 (*Quality Work Plan*) the Division of Community Services (DCS) will partner with a certified training center to provide training on the technical requirements needed to acquire Quality Control Inspector Certification (QCI). QCI certification will apply to all individuals who perform an evaluation and sign off on work performed in homes including final inspectors and State monitoring staff.

The Division of Community Services has partnered with Saturn Resources to update and cross reference the Mississippi Weatherization Field Guide with the Standard Work Specifications (SWS) (Completed June 2014). (See Attachment) ***Field Guide was updated to meet the SWS. The Field Guide can be reviewed at <http://wx.srmi.biz/ms/>***

An electronic copy of the field guide will be provided to each subgrantee to load to desktop or laptop for use by coordinators. Hard copies will be supplied for use by subgrantee contractors. All copies will be provided by August 2014.

The Division of Community Services anticipates several training sessions during program year 2014 to ensure that subgrantees and state staff meet the requirements of WPN 14-4 and because of the importance of these issues, attendance will be mandatory. The state plans to assist subgrantees with their travel costs to the State sponsored and DOE sponsored workshops as funds permit.

DCS in an effort to be proactive partnered with Pulaski Technology College Weatherization Training Center to provide the following training to assist with state and subgrantees staff to acquire the skills needed to challenge the QCI testing:

- Intermediate Weatherization Course (Building Science) **40 hours**
- QCI Course (Preparation for On-line and Field Exam) **40 hours**
- Online Exam/Field Exam **Testing**

DCS will continue to partner with a certified training center to provide training to assist with increasing the skills needed to challenge the QCI testing. Statewide training and technical assistance workshops are held annually to provide comprehensive training. At these workshops and through program directives, subgrantees will be provided training on but limited to the following:

- The contractor's liability insurance and "recovered materials" requirements.
- Weatherization Program requirements
- Mississippi Weatherization Field Guide/SWS
- The importance of CAZ testing
- Health & Safety requirements
- Client Education
- The importance of having QCI on staff
- Contractor training and retention agreement requirements, and
- NEAT/MHEA

Technical assistance is provided continuously throughout the year. Training will be addressed based on the results of T&TA field visits, DOE POC monitoring visits, monitoring findings, state internal audits, QA review visits, and IG reports. Each subgrantee has access to a direct toll-free telephone line to the Division of

Community Services for immediate technical assistance from any location in the State. On-site visits allow technical assistance to be given in the field.

State and Subgrantee staff must be proficient in the following areas:

- a. Blower Door Testing;
- b. Portable Combustion Analyzer (PCA);
- c. Gas Leak Detector;
- d. Blowing insulation (**attic & dense pack walls-single family dwelling, and** the belly, attic, and walls (*if applicable*) of mobile homes); Duct Blaster usage;
- e. Operation and maintenance of all equipment
- f. Thermal Imaging
- g. CAZ Testing
- h. Mississippi Weatherization Field Guide/Standard Work Specifications (SWS)

Subgrantees must keep on file and provide to DCS the following training and certifications.

- a. Lead-Safe Weatherization (*Training*);
- b. First Aid/CPR (*Certification*);
- c. Mold & Moisture Awareness Training
- d. Consumer Education Policies and Procedures
- e. Certified Renovator (*Certification*)
- f. OSHA 30 Certification (*Certification*)
- g. Whole-House Weatherization (*Training*) for-
 1. Site-built homes
 2. Mobile Homes
- h. Mississippi Field Guide/SWS (Training)

Subgrantees must keep on file and provide to DCS the following on all contractors:

- a. Lead-Safe Weatherization (*Training*);
- b. Mold & Moisture Awareness (*Training*);
- c. Whole-House Weatherization (*Training*) for-
 1. Site-built homes
 2. Mobile Homes
- d. Certified Renovator/Certified Firm (*Certifications*)
- e. OSHA 30 (*Certification*)
- f. First Aid/CPR (*Certification*);
- g. Liability Insurance/Pollution Occurrence Insurance and
- h. Workman Compensation.
- I. Mississippi Weatherization Field Guide/SWS (*Training*)

Subgrantees are required to make sure that all certifications, insurances, and certificates are current.

State staff personnel are kept abreast of major changes affecting the program through attendance at regional and national conferences. This information will be disseminated to subgrantees as needed.

WEATHERIZATION ACTIVITIES SCHEDULED FOR 2014-2015

DATE	EVENT	LOCATION	HOST
1 st Quarter 2014	Field Guide and SWS Training <ul style="list-style-type: none"> • QCI training opportunity • Building Science • Health & Safety • Client Education • Policy & Procedures 	TBA	TBA
2 st Quarter 2014	Quality Control Inspector (opportunities)	TBA	TBA
3 rd Quarter 2014	Mobile Home	TBA	TBA
4 rd Quarter 2015	Site-Built Home (peer to peer)	TBA	TBA

V.9 Energy Crisis & Disaster Plan

State of Mississippi Weatherization Assistance Program Disaster Relief Plan

For weatherization purposes, a disaster is determined by a Presidential or Gubernatorial order declaring either a Federal or State Emergency. The crisis will generally involve three phases: the crisis itself, the clean-up, and rebuilding of the area.

Purpose: To develop a prudent disaster response plan that addresses the needs of affected low-income clients and takes into consideration the limited funding available and the effects to the weatherization program activities. The State of Mississippi will work in conjunction with its Disaster Relief Team to aid with identifying and securing any resources that may be available to assist in the relief. Project Management Center (PMC) Project Officer will be notified as soon as possible regarding a disaster.

Eligible Activities:

Reweatheringization – The rule allows any home damaged by a disaster to be reweatherized, without regard to date of weatherization, if the damage to materials is not covered by insurance.

Health & Safety – The rule allows a State to develop a health and safety plan to address the needs of low-income occupants of eligible homes.

Technical Assistance – The rule permits the States to use technical assistance units in flexible ways to achieve energy efficiency goals of the program.

Leveraging – The rule permits States to use a small percentage of DOE grant funds to provide leveraging opportunities at the state and local levels with prior approval.

Eligible Population: Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the federal poverty guidelines. Priority will be given to clients currently on the WX Priority Lists, elderly, handicapped, and families with children.

Allowable expenditures under WAP include:

- 1) The cost of incidental repairs to an eligible dwelling unit if such repairs are Necessary to make the installation of weatherization materials effective per 10CFR 440.18(d) (9) and,
- 2) The cost of eliminating health and safety hazards, elimination of which is necessary before the installation of weatherization materials (10 CFR 440.18(d) (9); 10 CFR 40.18(d) (15). To the extent that the services are in support of eligible weatherization (or permissible re-weatherization) work, such expenditure would be allowable. For example, debris removal at a dwelling unit so that the unit can be weatherized would be an allowable cost. Debris removal from a dwelling unit that is not to be weatherized would not be an allowable cost. The \$6,904 per dwelling unit limit continues to apply.

The State of Mississippi elects to limit incidental repairs (10 CFR 440.14(c) (6) (viii) to \$500. If total anticipated repair cost exceeds \$500 in materials expenditures, DCS must first authorize the additional expenditures before the costs are incurred. All requests must be in writing, documenting why the exception is being requested and how the repairs will benefit the effective performance or preservation of Weatherization materials.

The use of WAP funds to pay personnel to perform functions related to protecting the DOE investment. Such activities include: securing weatherization materials, tools, equipment, weatherization vehicles, or protection of local agency weatherization files, records and the like during the initial phase of the disaster response. ***Using WAP funds to pay for weatherization personnel to perform relief work in the community as a result of a disaster is not allowable.***

Local agencies may use weatherization vehicles and/or equipment to help assist in disaster relief provided the WAP is reimbursed according to the DOE Financial Assistance Regulations 10 CFR Part 600.

Health & Safety – Subgrantees will utilize the health and safety plan to address the needs of low-income occupants of eligible homes. (See Attachment)

Technical Assistance – The rule permits the States to use technical assistance units in flexible ways to achieve energy efficiency goals of the program.

Leveraging – The rule permits States to use a small percentage of DOE grant funds to provide leveraging opportunities at the state and local levels with prior approval.

Eligible Population: Any person or household, (*residence of Mississippi*), meeting income eligibility based on 200% of the federal poverty guidelines. Priority will be given to elderly, persons with disabilities, families with children, high residential energy users, and households with high energy burdens (10CFR 440.16(b)) However, it would be permissible to consider in households located in the disaster area, as a priority as long as the households are eligible and meet one of the priorities established in regulation and are free and clear of any insurance claim or other form of compensation resulting from damage incurred from the disaster.

Scope of Work:

1. Authorization for subgrantees to re-prioritize service requests coming from disaster areas so that eligible residents from these areas receive weatherization and re-weatherization services as quickly as possible as long as the households are determined eligible for WAP services; meet one of the priorities described in 10 CFR 440.16(b); and are free and clear of any insurance claim or other form of compensation resulting from the damage incurred from the disaster.
2. Authorization for DCS to submit an amendment to its Weatherization State Plan that reflects changes, including potential reductions in production and the use of unspent carryover funds if necessary, to provide emergency services to the affected areas.

Additional Criteria:

I. First Priority

- a. Health & Safety
- b. Measures within scope of program

II. Second Priority

- a. Specific list of measures that is most beneficial for the type of disaster to include, but not limited to:
 1. Minor roof repair – per WX guidelines
 2. Repair or Replacement of Sheet Rock
 3. Replace hot water heaters
 4. Replace Insulation (Walls, Attic, Crawl Space)
 5. Replace/Repair Windows and Doors
 6. Replace/Repair HVAC system and space heaters
 7. Replace electrical/damaged outlets – (H&S) Work will be done on outlets that impact the weatherization measures.
 8. Minor envelope repairs
 9. All remaining measures – Installed in order of priority in accordance with State Policies and Procedures.
- b. Subgrantees will utilize the Priority Measures when determining work to be done.

VI. FEDERAL FINANCIAL REGULATIONS

VI.1 DOE Financial Assistance Rules

All subgrantees must develop and maintain fiscal and accounting procedures, which conform to both Federal and State policy for grants administration.

The State will provide training on fiscal control procedures as necessary to assure the proper disbursement of and accounting for Federal funds paid to the State under this subtitle, including monitoring assistance under this subtitle. Every year the State shall prepare an audit of its expenditure of amounts received under this subtitle and amounts transferred to carry out the purposes of this subtitle.

In accordance with the assurance above, the State of Mississippi has established fiscal controls and fund accounting procedures to assure the proper disbursement of all federal funds received by the State. Additionally, the State has established procedures for monitoring the utilization of such funds by project operators. An audit of the Weatherization Assistance Program will be conducted as prescribed by the DCS and appropriate State and/or Federal regulatory authority.

A description of the controls and procedures to be implemented is as follows:

1. DCS will follow the established fiscal policies and procedures mandated by state law. Financial areas addressed in these procedures consist of fiscal management controls, the accounting system, fund controls, personnel and payroll management, property management, procurement, and the disbursement of funds.
2. The financial standards set forth by the State establish an adequate

accounting system with appropriate internal controls which will safeguard assets, check the accuracy and reliability of accounting data, promote operating efficiency and encourage compliance with prescribed management policies.

Subgrantee Default, Suspension, Transfer/Termination

DCS may, by giving reasonable written notice specifying the effective date, terminate this grant in whole or in part for cause, which shall include:

Failure, for any reason, of the subgrantee to fulfill in a timely and proper manner its obligation under this grant including compliance with the approved work program and attached conditions, and such statutes, executive orders, and DOE and/or DCS directives as may become generally applicable at any time;

Late submission by the subgrantee to the DCS of DOE reports that are incorrect or incomplete;

Ineffective or improper use of funds provided under this grant; and

- A. Termination or Suspension. If the Subgrantee materially fails to comply with any of the covenants, terms or stipulations of this Agreement, whether stated in a federal statute or regulation, an assurance, in the State plan or application, a notice of award, or elsewhere, DCS may, upon giving written notice to Subgrantee, take one or more of the following actions, as appropriate in the circumstances:
 - (1) Temporarily withhold cash payments pending correction of the deficiency by Subgrantee or a more severe enforcement action by DCS;
 - (2) Disallow (that is, deny both use of funds and matching credit for) all or part of the cost of the activity or action not in compliance;
 - (3) Wholly or partly suspend or terminate the current award for the Subgrantee's program;
 - (4) Withhold further awards for the subgrantee's program; or
 - (5) Take other remedies that may be legally available.
- B. Notice of Termination for Cause. If, through any cause, Subgrantee shall fail to fulfill in a timely and proper manner, as determined by MDHS, its

obligations under this Subgrant, or if Subgrantee shall violate any of the covenants, agreements, or stipulations of this Subgrant, MDHS shall thereupon have the right to terminate the Subgrant by giving written notice to Subgrantee of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. In the event of such termination, Subgrantee shall be entitled to receive just and equitable compensation for satisfactory work completed on services or documents or materials collected and/or prepared by Subgrantee in connection with this Subgrant. Such compensation shall be based upon the fees set forth in Section III, but, in no case, shall said compensation exceed the total Subgrant price.

Notwithstanding the above, Subgrantee shall not be relieved of liability to MDHS for damages sustained by MDHS by virtue of any breach of this Subgrant by Subgrantee, and MDHS may withhold any payments to Subgrantee for the purpose of set off until such time as the exact damages due to MDHS from Subgrantee are determined.

- C. Termination for Convenience. MDHS may terminate this Subgrant at any time by giving written notice to Subgrantee of such termination and specifying the effective date thereof at least five (5) days before the effective date of such termination. Subgrantee shall be paid an amount which bears the same ratio to the total compensation as the services actually and satisfactorily performed bear to the total services of Subgrantee covered by the Subgrant, less payments of compensation previously made.
- D. Partial Termination. In the event of a partial termination, the Subgrantee shall incur no obligations other than those specifically identified in the agreement or contract governing the partial termination.
- E. Rights and Remedies upon Termination. In the event of termination as provided in this Section, Subgrantee shall be entitled to receive just and equitable compensation for services or performances actually and satisfactorily performed, prior to the effective date of termination, under this Agreement. Such compensation shall be based upon the payment provisions described in Section III hereof, but, in no case, shall said compensation exceed the total amount of this subgrant.

Subgrantee shall be liable to DCS for damages sustained by DCS by virtue of any breach of this Agreement by Subgrantee, and DCS may withhold any payments to Subgrantee for the purpose of set off until such times as the exact amount of damages due to DCS from Subgrantee are determined. The rights and remedies of DCS provided in this Section shall not be exclusive and are in addition to any other rights and remedies provided by law or in equity.

VI.2 OMB Cost Principles (SEE ATTACHMENT)

VI.3 Financial Audits (SEE ATTACHMENT)

VI.4 Reporting Requirements

Maximum Average Per-Dwelling

The new adjusted average expenditure limit per dwelling for program year 2014 is **\$6,904.00**. This adjusted annual average is determined by DOE using the annual Consumer Price Index (CPI) or 3 percent, whichever is less to increase the annual average. The CPI for the previous 12-month period (September 2012-September 2013) was 1.2%. Therefore, a 1.2% increase was applied to the PY 2013 thus bringing PY 2014 to \$ **6987**.

Subgrantees must submit by email or fax to the Division of Community Services all Monthly Progress Reports on or before the 1st work day of each month following the reporting month and forward the original Monthly Progress Reports to DCS. The WX Report Due Dates are listed below.

July 2014	-Due-	August 5, 2014
August 2014	-Due-	September 5, 2014
September 2014	-Due-	October 6, 2014
October 2014	-Due-	November 5, 2014
November 2014	-Due-	December 5, 2014
December 2014	-Due-	January 5, 2015
January 2015	-Due-	February 5, 2015
February 2015	-Due-	March 5, 2015
March 2015	-Due-	April 6, 2015
April 2015	-Due-	May 5, 2015
May 2015	-Due-	June 5, 2015
June 2015	-Due-	July 6, 2015